

Key Terms

Excel Lesson 4: Entering Worksheet Formulas

- **Absolute cell reference:** Does not change when copied or moved to a new cell. (EX 84)
- **Formula:** The equation used to calculate values in a cell. (EX 80)
- **Manual calculation:** Lets you determine when Excel calculates the formulas. (EX 91)
- **Mixed cell reference:** Cell references that contain both relative and absolute references. (EX 85)
- **Operand:** A constant (text or number) or cell reference used in a formula. (EX 80)
- **Operator:** A symbol that indicates the type of calculation to perform on operands. (EX 80)
- **Order of evaluation:** The sequence used to calculate the value of a formula. (EX 82)
- **Point-and-click method:** Allows you to point and click each cell in a formula rather than typing cell references. (EX 86)
- **Relative cell reference:** Adjusts to its new location when copied or moved. (EX 84)
- **Sum button:** Makes adding long columns or rows of numbers simple to do. (EX 87)