

Key Terms

Excel Lesson 2: Change the Appearance of a Worksheet

- **Align:** You can align the contents of a cell horizontally and vertically within the cell. (EX 29)
- **AutoFit:** Determines the best width for a column or the best height for a row, based on its contents. (EX 27)
- **Border:** A line around a cell's edges. (EX 37)
- **Cell style:** A collection of formatting characteristics you apply to a cell or range of data. (EX 42)
- **Clear:** Removes formatting applied to a cell or a range of cells. (EX 43)
- **Column heading:** The column letter. (EX 26)
- **Fill:** Background color. (EX 36)
- **Font:** The design of text. (EX 33)
- **Font size:** Determines the height of characters as measured in points. (EX 33)
- **Font style:** Using effects such as bold, italic, and underlining to add emphasis to a font. (EX 34)
- **Format Painter:** Enables you to copy formatting from one worksheet cell to another without copying the cell's contents. (EX 40)
- **Indent:** Shifted to the right. (EX 30)
- **Live Preview:** Shows the results of the different formatting options you can choose. (EX 33)
- **Merge:** Combine into one cell. (EX 30)
- **Number format:** Change the way data looks in a cell. (EX 39)
- **Orientation:** Changing the angle at which the data is displayed. (EX 31)
- **Points:** A unit of measurement for font height. (EX 33)
- **Row heading:** The row number. (EX 27)
- **Style:** Combination of formatting characteristics such as alignment, font color, and borders. (EX 42)
- **Theme:** Preset collection of design elements. (EX 33)
- **Truncate:** Hidden from view. (EX 32)
- **Wrap text:** When the row height adjusts automatically to include additional lines until all the text is visible. (EX 32)