

Microsoft Excel 2007

Basic Terminology



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=Shortcut =Advice =Caution

Excel Terminology

Like all other areas of computer technology, Microsoft Excel worksheets have their own "language." The below list of common terms is provided to serve as a reference for you as you work in Microsoft Excel. This list is organized in order by importance.

Workbook

A single Excel file which has a collection of *worksheets* contained within it.

Worksheet

The worksheet is made up of cells. A cell can contain a value, a formula, or a text entry. NOTE: The terms *worksheet* and *spreadsheet* are often used interchangeably.

Worksheet Tabs

The worksheets are accessible by clicking the worksheet tabs (**Figure 1, 1**) just above the status bar at the bottom of the Excel screen. By default, three worksheets are included in each workbook. These are named *Sheet1*, *Sheet2* and *Sheet3*. You can add, remove, move and rename worksheets.

Cell

The intersection of each row and column is a cell (**Figure 1, 2**). Cells can contain text, numbers, or mathematical formulas. Each cell on the spreadsheet has a *cell address* that is the column letter and the row number.

Row

A horizontal group of cells within a worksheet. All row headings (**Figure 1, 3**) have numbers, such as 1, 2, 3, ...1000, etc. are displayed in gray buttons across the left side of the worksheet.

Column

A vertical group of cells within a worksheet. All column headings (**Figure 1, 4**) have letters, such as A, B, C, ... AA, AB, etc. are displayed in gray buttons across the top of the worksheet.

Cell Address or Cell Reference

Each cell in a worksheet has a unique cell address, or reference, that is a combination of a column header letter and a row header number, such as A1, B1, C25, etc. The cell address can be read from the *Name Box*.

Name Box

The Name Box (**Figure 1, 5**) displays the cell reference of the active cell. It can also show the name assigned to a cell or range of cells.

Range

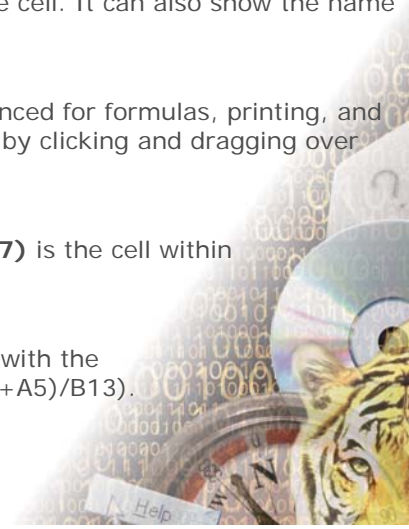
A group of two or more cells (**Figure 1, 6**). Ranges are often referenced for formulas, printing, and designating information to be copied or cut. Ranges can be selected by clicking and dragging over the cells.

Active Cell

The selected cell within the black border. The active cell (**Figure 1, 7**) is the cell within which you will populate when data is entered.

Formula

mathematical equation used to calculate a value. All formulas begin with the equal sign (=). An example of a formula may be =E1+E2 or =(A1+A5)/B13).



Function

A preset formula (**Figure 1, 8**). Like formulas, functions begin with the equal sign (=) followed by the function's name and its arguments. The function name tells Excel what calculation to perform. The arguments are contained inside round brackets. A commonly used function are the SUM function, e.g. =SUM(A1:A35). This function helps you calculate a large list of numbers quicker by referring to cell ranges rather than adding each cell individually, e.g. A1+A2+A3+...A33+A34+A35.

Value

A number that can be used in an Excel calculation.

Argument

Arguments are used in functions. They are the part of the function enclosed in parentheses following the function's name. Arguments supply the data for the function to use in its calculations. In Excel, arguments are most likely to be cell references such as A12:Z12.

Cell Pointer

The cell pointer is similar to Microsoft Word's insertion point. It selects or marks the current cell (where the next activity is going to take place). The Excel pointer changes shape depending on location and corresponding function.

Gridlines

The horizontal and vertical lines (**Figure 1, 9**) on the worksheet. These do not print, unless set to do so in the *Sheet Options* group on the *Page Layout* tab.

Figure 1

