

# [Learning excel 2010](https://assignbuster.com/learning-excel-2010/)

Active CellThe active cell contains the cell pointer. There is a dark outline around the active cell. CellThe intersection of a column and a row on a worksheet. You enter data into cells to create a worksheet. ONLEARNING EXCEL 2010 SPECIFICALLY FOR YOUFOR ONLY$13. 90/PAGEOrder NowCell address or cell referenceThe location of a cell in a worksheet as identified by its column letter and row number. Formula BarAs you enter data in a cell, it simultaneously appears in the formula bar, which is located above the worksheet. Sheet tabstabs that appear at the bottom of the workbook window, which display the name of each worksheet. Tab Scrolling ButtonsButtons that appear just to the left of the sheet tabs, which allow you to scroll hidden tabs into view. Workbookan excel file with one or more worksheetsWorksheetThe work area for entering and calculating data made up of columns and rows separated by gridlines (light gray lines). Also called a spreadsheet. BLank Workbooka new, empty workbook contains three worksheets (sheets)DefaultThe standard settings Excel uses in its software, such as column width or number of worksheets in a workbook. LabelText entered to identify the type of data contained in a row or column. textAn alphanumeric entry in a worksheet that is not a cell or range address. Auto Completea feature used to complete an entry based on previous entries made in the column containing the active cellAuto Correcta feature used to automate the correction of common typing errorsNumeric LabelA number entered in the worksheet as a label, not as a value-such as the year 2012 used as a column label. ValueA cell entry that consists of a number and numeric formatting only. Accounting Formata style that vertically aligns with dollar signs ($), thousands separators (,), and decimal points. Currency formatA style that displays dollar signs ($) immediately preceding the number and includes a thousands separator (,). FillA color that fills a cell, appearing behind the dataMerge and CenterA feature that enables you to automatically combine cells and center the contents of the original far left cell in the new cellNumber formatA format that controls how numerical data is displayed, including the use of commas, dollar signs and number of decimal placesPercent formata style that displays decimal numbers as a percentageThemeA collection of coordinated fonts, colors and effects for graphic elements such as charts and images that can be quickly applied to all sheets in a workbookAuto FillThe feature that enables Excel to create a series automatically. Wrap TextA feature that causes long cell entries to appear on multiple lines within a cell. Fill HandleA black box on the lower-right corner of the selected cell or range that you can use to fill (copy) a series or formula. Seriesa list of sequential numbers, dates, times, or textContiguous Rangea block of adjacent cells in a worksheetnoncontiguous rangecells in a worksheet that act as a block, but are not necessarily adjacent to each otherRangeA block of cells in an Excel worksheet. Arithmetic OperatorsSymbols used in mathematical operations: + for addition, - for subtraction, \* for multiplication, / for division, and ^ for exponentiation. FormulaAn instruction Excel uses to calculate a result. Order Of PrecedenceThe order in which Excel performs the mathematical operations specified in a formula, based on the types of mathematical operators used. Sum FunctionA built-in calculation used to add a range of values together. Absolute Referencea cell address in a formula that will not change when you copy the formula to another location $$$ (Doller Signs) In a cell reference indicates whens it's absoluteFormat PainterA tool that enables you to copy formatting from a cell and apply it to another cell or range. Relative ReferenceA cell address that can change in a copied formula, so the new address is expressed in relation to the cell containing the copied formula. If you copy a formula to a cell one row down, the row numbers in all relative references increase by one, for example A5 becomes A6.