

# Learning excel 2010



**ASSIGN  
BUSTER**

**Active Cell**The active cell contains the cell pointer. There is a dark outline around the active cell.

**Cell**The intersection of a column and a row on a worksheet. You enter data into cells to create a worksheet.

**Cell address or cell reference**The location of a cell in a worksheet as identified by its column letter and row number.

**Formula Bar**As you enter data in a cell, it simultaneously appears in the formula bar, which is located above the worksheet.

**Sheet tabs**tabs that appear at the bottom of the workbook window, which display the name of each worksheet.

**Tab Scrolling Buttons**Buttons that appear just to the left of the sheet tabs, which allow you to scroll hidden tabs into view.

**Workbook**an excel file with one or more worksheets

**Worksheet**The work area for entering and calculating data made up of columns and rows separated by gridlines (light gray lines). Also called a spreadsheet.

**Blank Workbook**a new, empty workbook contains three worksheets (sheets)

**Default**The standard settings Excel uses in its software, such as column width or number of worksheets in a workbook.

**Label**Text entered to identify the type of data contained in a row or column.

**Text**An alphanumeric entry in a worksheet that is not a cell or range address.

**Auto Complete**a feature used to complete an entry based on previous entries made in the column containing the active cell

**Auto Correct**a feature used to automate the correction of common typing errors

**Numeric Label**A number entered in the worksheet as a label, not as a value-such as the year 2012 used as a column label.

**Value**A cell entry that consists of a number and numeric formatting only.

**Accounting Format**a style that vertically aligns with dollar signs (\$), thousands separators (,), and decimal points.

**Currency format**A style that displays dollar signs (\$) immediately preceding the

number and includes a thousands separator (,). Fill A color that fills a cell, appearing behind the data Merge and Center A feature that enables you to automatically combine cells and center the contents of the original far left cell in the new cell Number format A format that controls how numerical data is displayed, including the use of commas, dollar signs and number of decimal places Percent format A style that displays decimal numbers as a percentage Theme A 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 workbook Auto Fill The feature that enables Excel to create a series automatically. Wrap Text A feature that causes long cell entries to appear on multiple lines within a cell. Fill Handle A black box on the lower-right corner of the selected cell or range that you can use to fill (copy) a series or formula. Series A list of sequential numbers, dates, times, or text Contiguous Range A block of adjacent cells in a worksheet noncontiguous range cells in a worksheet that act as a block, but are not necessarily adjacent to each other Range A block of cells in an Excel worksheet.

Arithmetic Operators Symbols used in mathematical operations: + for addition, - for subtraction, \* for multiplication, / for division, and ^ for exponentiation. Formula An instruction Excel uses to calculate a result. Order Of Precedence The order in which Excel performs the mathematical operations specified in a formula, based on the types of mathematical operators used. Sum Function A built-in calculation used to add a range of values together. Absolute Reference a cell address in a formula that will not change when you copy the formula to another location \$\$\$ (Dollar Signs) In a cell reference indicates when it's absolute Format Painter A 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.