

Final Exam Vocabulary Study Guide [UPDATED COPY]

1. Active Cell	The cell you are currently working on or in.
2. Cell Reference	The column number and the row letter of a cell. The location of a cell in a worksheet identified by its column letter and row number. Example F4 or G6
3. Column	The vertical reference on the spreadsheet. **BONUS**
4. Fill	To fill a cell with a shading color using the paint bucket tool.
5. Graph	A visual representation of data.
6. Row	The horizontal reference on the spreadsheet. **BONUS**
7. Selecting	To highlight a set of cells.
8. Spreadsheet	A grid that organizes data.
9. Value	A number that can be entered into a cell.
10. Worksheet	One page of a spreadsheet. A worksheet or <i>sheet</i> is a single page in a file created with an electronic spreadsheet.
11. Formula	Starts with an “=” sign and calculates for each cell. This is a basic mathematical equation.
12. Grid Lines	The horizontal and vertical lines on the spreadsheet; defining rows and columns.
13. Filter	The procedure to select certain information in a spreadsheet. Pivot Tables do this.
14. Cell	Individual box on or and intersection of a row/column in a spreadsheet.
15. Auto Sum	A formula that will <i>automatically</i> add up a column of numbers.
16. Fill Handle	The square dot at the bottom of each cell (while it is active) which allows you to Auto Fill.
17. Sheet Tabs	Tabs that identify the worksheets in a workbook. Identifier label that is located at the bottom of each worksheet.
18. Workbook	Many worksheets.
19. Series	A list of sequential numbers, dates, times, or text.
20. Auto Complete	A feature that automatically inserts dates and other regularly used items for you. Also called Auto Fill. Automatically fill a series of data in your worksheet.
21. Label	A text entry such as a heading used to identify a column of data.
22. Legend	Identifications of a chart data; also known as the Chart Key.
23. Data	Information that is stored in a spreadsheet.
24. Border	A variety of line styles that frame the edge of a cell or table/chart.
25. Sum	To add up a series of numbers.
26. Range	A range is a group or block of cells in a worksheet that have been selected or highlighted. When cells have been selected they are surrounded by an outline or border.
27. Auto Fit	A feature in Microsoft Excel that automatically adjusts the width or height of a cell.
28. Alignment	Placement of data in a cell; left right, or center.
29. Pivot Table	A feature that allows data tables to be rearranged in many ways for different views of the same data. <i>Example: Sales by Region, By Salesperson, By Order, or By Total Sales.</i>
30. Concatenate	Combining the contents of two or more cells in a worksheet into a separate cell. Example: first name & last name.
31. Mail Merge	A feature that allows you to send the same letter with slight changes, to a large number of recipients.
32. Merge & Center	A single cell created by combining or <i>merging</i> two or more individual cells together. Used mainly center headings across multiple worksheet columns.
33. Sparklines	Tiny charts that fit into a single cell in a worksheet.