## Key Terms Excel Lesson 1: Microsoft Excel Basics

- Active cell: The cell in the worksheet in which you can type data. (EX 6)
- . Active worksheet: The worksheet that is displayed in the work area. (EX 10)
- Adjacent range: All cells touch each other and form a rectangle. (EX 10)
- Cell: The intersection of a row and a column. (EX 6)
- Cell reference: Identifies the cell, and is formed by combining the cell's column letter and row number. (EX 6)
- Column: Appears vertically and is identified by letters at the top of the worksheet window. (EX
- Formula: An equation that calculates a new value from values currently in a worksheet. (EX 6)
- Formula Bar: Appears to the right of the Name Box and displays a formula when the cell of a
  worksheet contains a calculated value. (EX 6)
- Landscape orientation: A page turned so that its longer side is at top. (EX 18)
- Microsoft Excel 2010 (Excel): The spreadsheet program in Microsoft Office 2010. (EX 4)
- Name Box: Cell reference area located below the Ribbon, displays the cell reference of the active cell. (EX 6)
- Nonadjacent range: Includes two or more adjacent ranges and selected cells. (EX 11)
- Portrait orientation: A page turned so that its shorter side is at top. (EX 18)
- Range: A group of selected cells. (EX 10)
- Range reference: How the range is identified; made up of the cell in its upper-left corner and the cell in its lower-left corner, separated by a colon. (EX 10)
- Row: Appears horizontally and is identified by numbers on the left side of the worksheet window. (EX 6)
- Sheet tab: Tab at the bottom of the worksheet window that displays the name of the worksheet.
   (EX 6)
- Spreadsheet: A grid of rows and columns in which you enter text, numbers, and the results of calculations. (EX 4)
- Workbook: The file used to store worksheets. (EX 4)
- Worksheet: A computerized spreadsheet. (EX 4)

# **Microsoft Office Excel Lesson Answer Key**

**ML Morrison** 

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