

SPREADSHEET VOCABULARY (COMPUTER CLASS 6-8)

Spreadsheet	an electronic document in which data is arranged in the rows and columns of a grid and can be manipulated and used in calculations.
Cell	the small rectangles on a worksheet. (or the intersection of a column and a row)
Active Cell	Cell that is current and ready to receive information (is highlighted).
Cell Address	The combination of the column letter and the number row of a cell. <i>Example: D1</i>
Formula bar	Displays data or the formula being entered into a cell
Sheet tab	located at the bottom of a workbook and can be labeled or named
Workbook	<i>an Excel file or a Google Sheet file that contains worksheets</i>
Worksheet	one page of a workbook
Quick access toolbar	toolbar you can create(personalize) with your favorite commands (On Excel, not Google Sheets/spreadsheets.
data	Information that is entered in a cell.
range	series of two or more cells in a column or row <i>Example: A1:A5</i>

Test: February 6, 2017 (OSELS)

SPREADSHEET VOCABULARY (COMPUTER CLASS 6-8)

Sort	organizing information in specific ways (greatest to least, alphabetical, etc.)
AutoSum	A function that you use to quickly find the sum or total of a range of cells Example: =SUM(B3:B6)
Function	A drop-down menu item and a button on the standard toolbar that allows you to <u>select a formula</u> that you wish to apply to data in your worksheet. Example: =Sum(A1:A5)
formula	is an expression telling the computer what mathematical operation to perform upon a specific value. *(always starts with an equal sign) Example: =B1*B3 <u>Mathematical operators: *=multiplication, /=division</u>
Merge & Center	when you put 2 or more cells together to make 1 new larger cell
Borders	lines <u>you</u> put around selected cells that you can see when you print. (not gridlines)