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TOP 10 EXCEL TERMS

Excel is a spreadsheet program in the Microsoft Office system. You can use Excel to create and format workbooks (a collection of spreadsheets) in order to analyze data and make more informed business decisions. Specifically, you can use Excel to track data, build models for analyzing data, write formulas to perform calculations on that data, organize the data in numerous ways, and present data in a variety of professional looking charts. Below are the top 10 terms used when discussing Excel.

1. WORKBOOK & WORKSHEET

A **workbook** is a spreadsheet program file that you create in Excel. A workbook contains one or more worksheets.

A **worksheet** (also known as a spreadsheet) consists of cells in which you can enter and calculate data. The cells are organized into columns and rows. A worksheet is always stored in a workbook.
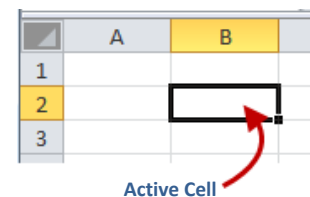
A workbook can contain many worksheeks. Think of it as a book. The book (workbook) usually has a single topic, such as your budget. Each page (worksheet) within the book contains part of that topic, such as the budget broken down into months.

Tabs at the bottom of the window allow you to flip between worksheets in a workbook or insert a new worksheet in a workbook.

Current Worksheets   Insert New Worksheets
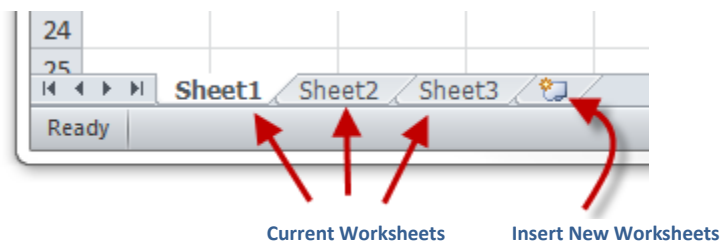
2. ACTIVE CELL

In an Excel worksheet, each small rectangle or box is known as a **cell**. The **active cell** is the selected cell in which data is entered when you begin typing. Only one cell is active at a time. The active cell is the cell surrounded by a black border. Data can only be entered into the active cell. Even if more than one cell is selected, there is still only one active cell at a time.


Active Cell

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3. COLUMN & ROW

Excel spreadsheets are divided into cells. The cells are organized into vertical columns and horizontal rows.

Columns are labeled with **letters**. The column headings are lettered in the gray area at the top of each column. Click the column heading to select an entire column. To increase or decrease the width of a column, drag the line to the right of the column heading.

Columns A & B
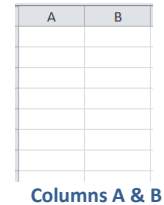
Rows are labeled with **numbers**, in the gray area to the left of each row. Click the row heading to select an entire row. To increase or decrease the height of a row, drag the line below the row heading.

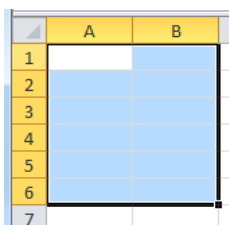**Rows 1 & 2**
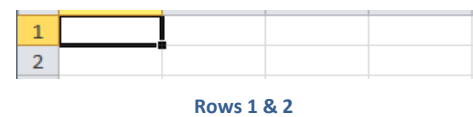
4. CELL REFERENCE

A cell reference is the set of coordinates that a cell occupies on a worksheet. It identifies the location of a cell in the spreadsheet. A cell reference is always the column letter followed by the row number. For example, the first cell in the top left-hand corner of a worksheet is cell A1.

Cell A1
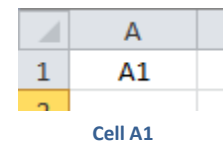
5. RANGE

A range is a group of two or more cells in a worksheet. The cells in a range can be adjacent or nonadjacent. Commands executed by Excel will affect the entire range.

A range is identified by the cell references of the cells in the upper left and lower right corners of the range. These two references are separated by a colon (:) which tells Excel to include all the cells between these start and end points.

A range of adjacent cells: **A1:B6**.

A range of nonadjacent cells: **A1:A4,C1:C4,B6**

6. NAME BOX

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The name box is the box at left end of the formula bar that identifies the selected cell, chart item, or drawing object. The Name Box displays the cell reference of the active cell.
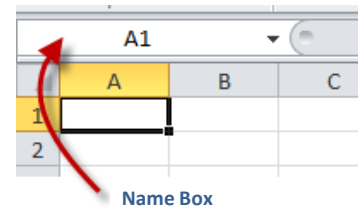

Name Box

The Name Box can also be used to assign names to cells or ranges of cells. To name a cell or range, highlight the cell or range you would like to name, type the name in the Name box, and press ENTER.   To later move to and select a named cell or range, click its name in the Name box.

7. DATA

Data is information that is stored in a spreadsheet. Data is stored in the individual cells of a worksheet. Only one piece of data is stored in each cell. In addition to being stored in the spreadsheet, the data can be used in calculations, displayed in graphs, or sorted and filtered to find specific information. The three types of data in Excel are numbers, text, and dates/times.

8. FORMULA BAR

The formula bar in Excel is located next to the name box and above the worksheet area. It displays the data stored in the active cell. The formula bar is used to view, enter, and edit values and formulas in cells.

f_x =(A1+A2)*(B1+B2)
Formula Bar
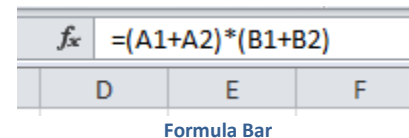
9. FORMULA

A spreadsheet formula is a mathematical equation that will calculate a result. Formulas are typed into the formula bar.

A formula always begins with an equal sign (=). For example the formula **=1+1** will result in **2** being displayed.

In spreadsheet formulas, normally we use the cell reference of the data rather than the data itself. For example:

=A1*B1
=(A1+A2)/B1

10. FUNCTION

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A function is a prewritten formula. A function takes a value (or values), performs an operation, and returns a new value (or values.) Use functions to simplify and shorten formulas on a worksheet, especially those that perform lengthy or complex calculations.

Like formulas, functions always begin with an equal sign (=). The equal sign is followed by the function's name and its arguments. The function name tells Excel what calculation to perform. The arguments are contained inside round brackets and tell Excel what data or other information to use in the calculation.

f_x	=SUM(D1:D6)
D	**E**
32	
43	
54	
65	
76	
87	
357	

Sum Function

For example, the SUM function is one of the most commonly used functions in Excel. It is used to add together the data in selected cells.

= SUM (D1:D6)

Here the function is typed into cell **D7**. It adds the values of cells **D1** to **D6** and stores the answer in cell **D7.**

FOR MORE EXCEL TERMS:

Microsoft Excel Glossary:

http://office.microsoft.com/en-us/excel-help/excel-glossary-HA010218143.aspx#E