

# Excel Bellwork

1. **Row:** Adjacent (touching) cells that span **horizontally** across the page. Rows are labeled with letters on our map, but with numbers on an Excel spreadsheet.

2. **Column:** Adjacent (touching) cells that span **vertically** across the page. Columns are labeled with numbers on our map, but with letters on an Excel spreadsheet.

3. **Cell:** The box where a single row and a single column intersect.

4. **Cell Reference:** Identifies the cell by naming the column letter and the row number that intersect. For example, A1 (the intersection of column A and row 1) or B4 (the intersection of column B and row 4)

5. **Spreadsheet:** A grid of rows and columns containing text, numbers, and formulas.

6. **Worksheet:** Excel refers to the spreadsheet as a worksheet. Generally, the worksheet is one page (of possibly several) of a spreadsheet file.

7. **Active Cell:** When a cell is selected and there is a dark border around it.

8. **Range:** When you select a group of cells, the group is called a range. The range is identified by the first and last cells. For example, A1:D4 signifies a block of cells that begins in A1 and ends in D4.

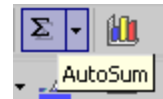
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9. **Merge Cells:** Combining several cells into a single cell. More than one cell must be selected first for this option to be available.

10. **Split Cells:** Taking one cell and dividing it into two or more separate cells.

11. **Formulas:** The equations used to calculate values in a cell.

12. **AutoSum:** a button that will select adjacent cells in a row or column to add together in a sum.



13. **AutoFill:** enables you to copy data from one cell to an adjacent cell by dragging the fill handle. Can also be used to fill data such as the months of the year or days of the week.

14. **Fill Handle:** A small square in the bottom right corner of an active cell in a worksheet.

15. **Ascending Sort:** Sorts alphabetically from A to Z and numerically from the lowest to the highest number.

16. **Descending Sort:** Sorts alphabetically from Z to A and numerically from the highest to the lowest number.

17. **Pie Chart:** A graphical representation of a worksheet or table data in the shape of a pie. Each type of data is represented by a "slice" of the pie.

18. **Legend:** Like a map key, the legend gives further information about each data segment represented in the chart.