

Microsoft Excel Glossary

TERM	Definition
CELL	<p>A box formed by the intersection of a row and column in a worksheet or a table, in which you enter information.</p> <p>The set of coordinates that a cell occupies on a worksheet. For example, the reference of the cell that appears at the intersection of column B and row 3 is B3.</p>
CELL REFERENCE	
COLUMN (Field)	A set of vertical cells
CONDITIONAL FORMAT	<p>A format, such as cell shading or font color, that Excel automatically applies to cells if a specified condition is true.</p> <p>The cells that you copy when you want to paste data into another location. After you copy cells, a moving border appears around them to indicate that they've been copied.</p>
COPY AREA	
FILL HANDLE	<p>The small black square in the lower-right corner of the selection. When you point to the fill handle, the pointer changes to a black cross.</p> <p>To display only the rows in a list that satisfy the conditions you specify. You use the AutoFilter command to display rows that match one or more specific values, calculated values, or conditions.</p>
FILTER	
FORMULA	<p>A sequence of values, cell references, names, functions, or operators in a cell that together produce a new value. A formula always begins with an equal sign (=).</p> <p>A bar at the top of the Excel window that you use to enter or edit values or formulas in cells or charts. Displays the constant value or formula stored in the active cell.</p>
FORMULA BAR	
FUNCTION (Office Excel)	<p>A prewritten formula that takes a value or values, performs an operation, and returns a value or values. Use functions to simplify and shorten formulas on a worksheet, especially those that perform lengthy or complex calculations.</p> <p>A single cell that is created by combining two or more selected cells. The cell reference for a merged cell is the upper-left cell in the original selected range.</p>
MERGED CELL	
NAME BOX	<p>Box at left end of the formula bar that identifies the selected cell, chart item, or drawing object. To name a cell or range, type the name in the Name box and press ENTER. To move to and select a named cell, click its name in the Name box.</p> <p>A sign or symbol that specifies the type of calculation to perform within an expression. There are mathematical, comparison, logical, and reference operators.</p>
OPERATOR	
PRINT AREA	<p>One or more ranges of cells that you designate to print when you don't want to print the entire worksheet. If a worksheet includes a print area, only the print area is printed.</p>

Microsoft Excel Glossary

RANGE	Two or more cells on a sheet. The cells in a range can be adjacent or nonadjacent.
ROW (Record)	A set of vertical cells
SCROLL LOCK	With scroll lock turned on, the arrow keys scroll the active sheet rather than make a different cell active. To turn scroll lock off or on, press the SCROLL LOCK key.
SELECT	To highlight a cell or range of cells on a worksheet. The selected cells will be affected by the next command or action.
SELECT ALL BUTTON	The gray rectangle in the upper-left corner of a datasheet where the row and column headings meet. Click this button to select all cells on a datasheet.
SORT ORDER	A way to arrange data based on value or data type. You can sort data alphabetically, numerically, or by date. Sort orders use an ascending (1 to 9, A to Z) or descending (9 to 1, Z to A) order.
SUMMARY DATA	For automatic subtotals and worksheet outlines, all rows or columns that summarize detail data. Summary data usually is adjacent to and below the detail data.
WORKBOOK	A spreadsheet program file that you create in Excel. A workbook contains worksheets of rows and columns in which you can enter and calculate data.
WORKSHEET	The primary document that you use in Excel to store and work with data. Also called a spreadsheet. A worksheet consists of cells that are organized into columns and rows; a worksheet is always stored in a workbook.