

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Microsoft Excel Vocabulary Study Sheet

### **Definitions Quiz      Grades 2-4      February 3<sup>rd</sup> & 4<sup>th</sup>**

Here is the short description of certain elements that you'll find in spreadsheets such as Excel.

<b><u>Cells:</u></b>	This is the place where information is held in a spreadsheet- Can contain text, numbers or formulas.
<b><u>Formulas:</u></b>	Mathematical operations to calculate or analyze the data in the model.
<b><u>Worksheet:</u></b>	A single sheet contained in an Excel workbook
<b><u>File:</u></b>	File or document in that contains several worksheets.
<b><u>Charts or Graphs:</u></b>	Image that represents one or several series of numbers.

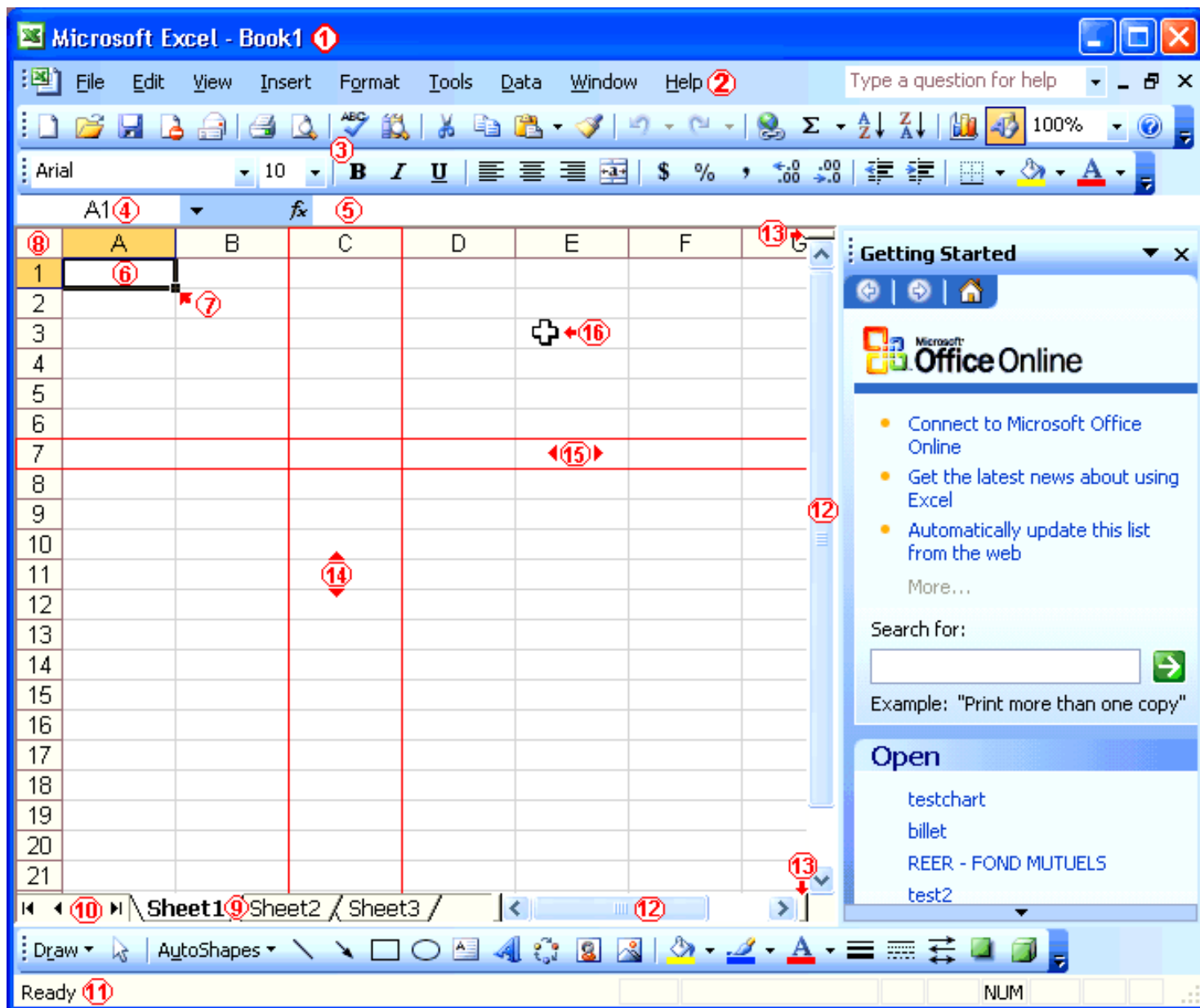
**The main menu of Excel Quiz on “Bold Print” and Labeling~ broken down as follows:**

**Quiz Questions 1-5      Grades 2-4      February 10<sup>th</sup> & 11<sup>th</sup>**

**Quiz Questions 6-10      Grades 2-4      February 24<sup>th</sup> & 25<sup>th</sup>**

**Quiz Questions 11-15      Grades 2-4      March 3<sup>rd</sup> & 4<sup>th</sup>**

An interface is the way the user execute the instructions and the functions of an application. The next part demonstrates the possibilities of Excel's interface.



**The elements that compose the screen of Excel.**

**1) The title bar**

The application is in its own window. The title bar allows you to manage it. It also **gives you the name of the application ( Excel ) and the name of the current document ( Worksheet1).**

**2) The menu bar**

**Finds all the instructions of the application in this menu.**

**3) Toolbars**

**Shows the most often used commands.** There are the other toolbars available for various needs. You can find them under the “**View**” menu and the “**Toolbar**” option. It's even possible for you to create your own toolbars to answer your particular needs.

**4) The name box**

**Gives you the possibility to name cells or to go directly to a cell you've already named.**

**5) The formula bar**

**Allows to see and to change the contents of cells.** The content can be either text, numbers or formulas.

**6) The active cell**

**A cell, or a range of cells that you have selected.** You are then able to enter data, change it, change the presentation, to move it around, to erase it

and many other possibilities.

**7) The copy button**

**Allows you to copy the contents of a cell, a formula or a series of numbers.**

**8) The line and column headers**

**Allows you to identify and locate a cell in the Worksheet.**

**9) The sheet tabs**

**Labels located at the bottom of the workbook window indicating the worksheets.** Excel allows up to 100 worksheets in the same file.

**10) The navigation buttons**

Because a file can have several worksheets, it's impossible to see all the tabs at the same time. **This bar allows so to view the worksheets that are not visible at a given moment.**

**11) The status bar**

**Allows you to see at the bottom of the screen the options that are activated.**

**12) The horizontal and vertical scroll bars**

**Allows you to move horizontally and vertically in a worksheet.** Every sheet consists of 256 columns and 65536 lines.

**13) The horizontal and vertical split boxes**

**Allows to split the screen in two horizontally and/or vertically.** It makes it easier to compare numbers that are apart from one another. For example, it makes easier to compare the numbers of a month with those of the previous year.

**14) Columns**

**In a worksheet, these are the vertical groups of cells.** Every worksheet is composed of 256 columns. Each column is identified with a letter from A to IV.

**15) Rows or Lines**

**In a worksheet, these are the horizontal groups of cells.** Every worksheet is composed of lines numbered from 1 to 65 536.

Excel contains also some toolbars with the most popular options. If you have any doubts about a button, press the **Shift** and **F1** keys. Then click on the button that interests you.