

Microsoft Excel Vocabulary Study Sheet

Quiz 1-10

Grades 5-8

February 3rd & 4th

1. **Active Cell** – This is the cell in a spreadsheet where information will be placed. It is the cell that has been selected.
2. **AutoComplete**- Completes the data you are entering into a Cell
3. **AutoFill**- Completes lists you have begun
4. **Ascending Decimals** – Function that allows the user to increase decimals places of a number typed in a cell.
5. **AutoSum** – Function that automatically adds selected cells.
6. **Cell** – This is the place where information is held in a spreadsheet.
7. **Cell Reference** – “Cell Address”- Use this to know the exact location of a specific cell. Noting the intersection of the column and row forms it. The last cell address on a worksheet is IV65,536.
8. **Column** – In a spreadsheet, these are the vertical spaces. Columns are headed with letters. There are a total of 256 columns on one worksheet. The last column is IV.
9. **Descending Decimals** - Function that allows the user to decrease decimals places of a number typed in a cell.
10. **Dollar Symbol** – Function that changed the contents of a cell to currency. Adds a dollar sign and decimal places

Quiz 11-20**Grades 5-8****February 10th & 11th**

11. **Enter Key** -Used for vertical movement in Excel
12. **Equation** – A mathematical equation typed into a cell.
13. **Entry/Formula Bar** – The toolbar on the Microsoft Excel window that shows the text or equations assigned to cells
14. **Excel**- is a spreadsheet program that can be used to record data, to manipulate data (by
15. calculating totals and averages, for example), and to display data (in the form of graphs,
16. charts, tables, timelines...).
17. **Group**- Contains organized related commands
18. **Merge and Center** – Function allowing the user to select a number of cells to create one large cell with the information centered within the large cell.
19. **Microsoft Excel** – A spreadsheet application tool that analyzes data in a table format using formulas.
20. **Name box** – Displays the cell reference, which is the location of the active cell in the worksheet. It is located on the left side of the formula bar.

Quiz 21-30**Grades 5-8****February 24th & 25th**

21. **Percent** – Function that allows the user to change the value of a cell to a percent.
22. **Ribbon** -The band at the top of the Excel worksheet
23. **Ribbon Tabs** -A group of specific kinds of work

24. **Row** – In a spreadsheet, the row is the horizontal group of cells. Rows are named with numbers, i.e.1, 2, 3. There are a total of 65,536 rows on a worksheet.
25. **Sheet tabs** – Labels located at the bottom of the workbook window indicating the worksheets.
26. **Spreadsheet** – A document that is used to crunch numbers and formulas.
27. **Sort** – In a database, this function puts the records into a specific order.
28. **Tab Key** - Used for horizontal movement in Excel
29. **Workbook** – An Excel document which contains three worksheets by default but can have more than three.
30. **Worksheet** – A single sheet contained in an Excel workbook.