Excel Ch. 1 Notes and Definitions

1. **Workbook** – a collection of worksheets.
2. **Worksheet** – allows users to enter, calculate, manipulate, and analyze data such as numbers and text.
3. **Tables** – organize and store data within worksheets.
4. **Sheet tab** – each worksheet has a sheet name that appears on a sheet tab.
5. **Column heading** – a column letter above the grid identifies each column.
6. **Row heading** – a row number on the left side of the grid identifies each row.
7. **Cell** – basic unit of a worksheet into which you enter data.
8. **Cell reference** – cell's unique address. Ex. A1, D11, GG345, etc.
9. **Active cell** – cell which you enter data.
10. **Gridlines** – horizontal and vertical lines on the worksheet.
11. **Worksheet window** – portion of the worksheet displayed on the screen.
12. **Normal view** – default view.
13. **Scroll bars, scroll arrows, scroll boxes** – below and to the right of the worksheet window, used to move the worksheet window around to view different parts of the active worksheet.
14. **Status bar** – presents information about the worksheet, the function of the button the mouse pointer is point to, or the mode of Excel.
15. **Mode indicators** – Enter and Ready, appear on the status bar and specify the current mode of Excel.
16. **Ready** – Excel is ready to accept the next command or data entry.
17. **Enter** – Excel is in the process of accepting data through the keyboard into the active cell.
18. **Keyboard indicators** – show which toggle keys are engaged.
19. **Ribbon** – control center in Excel.
20. **Tab** – surrounds a collection of groups in the Ribbon.
21. **Group** – contains related commands.
22. **Home tab** – the primary tab, contains groups with the more frequently used commands.
23. **Active tab** – the tab currently displayed.
24. **Ribbon commands** – include buttons, boxes, and galleries.
25. **Gallery** – set of choices, often graphical, arranged in a grid or in a list.
26. **In-ribbon** – gallery shows common gallery choices on the Ribbon rather than in a dropdown list.
27. **Live preview** – feature that allows you to point to a gallery choice and see its effect in the worksheet without actually selecting the choice.
28. **Enhanced screen tip** – on-screen note that provides the name of the command, available keyboard shortcuts, a description of the command, and sometimes instructions for how to obtain Help about the command.
29. **ScreenTip** – usually displays only the name of the command.
30. **Dialog box launcher** – the lower-right corner of some groups on the Ribbon has a small arrow called the **dialog box launcher**, when clicked displays a dialog box or a task pane.
31. **Dialog box** – contains additional commands and options for the group.
32. **Task pane** – a window that contains additional commands and can stay open and visible while you work on the worksheet.
33. **Formula bar** – appears below the Ribbon.