**Basic Spreadsheet Terminology**

There are many terms that will make creating a spreadsheet much easier.

1. Active Cell- a selected worksheet cell that is ready for data
2. Cell- the space formed by the intersection of a row and a column: the basic unit of a spreadsheet
3. Cell Reference- a unique identifier for a cell formed by combining the cells column letter and row number
4. Column- a vertical group of cells in a workbook labeled with numbers
5. Row- a horizontal group of cells in a workbook labeled with numbers
6. Workbook- a collection of worksheets
7. Worksheets- the workspace made up of columns and rows where data is entered to create a spreadsheet
8. Function- a built in command used to perform mathematical operations such as: addition, multiplication, and rounding numbers
9. SUM- adds all the numbers in a range of cells
10. Alignment- the position of data in a cell
11. Fill- to copy a cells content and/or formatting into an adjacent cell or cell range
12. Sort- to arrange a list of words or numbers in ascending or descending order
13. Chart/Graph- a graphic representation of values and their relationships: pie, line, bar, column
14. Pie- a chart that shows the relationship of a part to a whole
15. Line- a chart the uses points connected by a line to illustrate values in a worksheet
16. Bar- a chart that uses bars of varying height to illustrate values in a worksheet
17. Label- alphanumeric text that will not be used in calculations
18. Range- selected group of cells on a worksheet identified by the cell in the upper left corner and the cell in the lower right corner, separated by a colon
19. Value- numeric characters that can be used in calculations
20. Text- a group of characters- usually words- that are used as data in a spreadsheet program
21. AVERAGE- returns the average (arithmetic means) of its argument
22. Freeze- keeps selected rows or columns visible on the screen as the rest of the worksheet scrolls