SPREADSHEET TERMS

Absolute Cell Reference - a cell reference that does not change when you copy a formula, to make a cell reference absolute, type a dollar sign ($) before both the column letter and row number; (eg. C2)

Cell - The intersection of a column and row. Information is stored in a cell

Cell Address - the label for a cell made up of the column identifier and the row identifier, e.g. A1

Cell Reference Error - If a formula is not correctly entered in a spreadsheet the error message #REF will appear in the cell.

Cell References - The address (consisting of the column and row IDs) of a specific cell

Chart / Graph – a visual representation of selected data, charts help make the data easier to understand and "see".

Column - A vertical group of cells within a spreadsheet

Current Cell - the cell that is active or selected and has a highlighted border

Eg. = Sum(B1:B7)   = Average(D4:D10)   or   = Avg(D4:D10)

= Max(C5:C15)   = Min(C5:C15)

Formula - Used to instruct Excel to perform a calculation of numbers entered in the cell or numbers entered in other cells (referred to by cell references). All formulas begin with the equal sign (=)

Formula Bar - displays the formula of the selected cell, you may edit here

Function- is a preprogrammed, frequently used calculation. It is used as part of a formula and usually with a specific range of cells. All functions begin with the equal sign (=).

Gridlines - The vertical and horizontal lines displayed in the body of a spreadsheet; the intersections of the gridlines forms cells

Label - A cell that contains text or a combination of numbers and text (or only numbers that cannot be used in a calculation). Labels cannot be used for calculations

Legend - Text that explains the meaning of colours and patterns used in a graph/char sometimes called the key

Operand- What the operator in a formula works on (example: numeric value)

Operation Symbols: Multiplication *, Division/, Addition +, Subtraction –

Operator - An instruction such as add, subtract, or multiply within a formula

Range - A group of cells. Ranges are often referenced for formulas, printing, and for designating a group of information to be copied or cut. Ranges can be selected by dragging (sometimes referred to as painting) over the cells

Relative Cell Reference - is a cell reference that changes when you copy a formula, or "fill" down a column or across a row. For example, the formula A1+A2+A3 will automatically change to B1+B2+B3 and then to C1+C2+C3 when copied or filled to those cells on the worksheet

Row - A horizontal group of cells within a spreadsheet

Sheet - A layer of the spreadsheet. Excel spreadsheets can have multiple sheets

Sheet tabs - the tab-like entities at the bottom of the workbook area, designated by "Sheet 1", "Sheet 2", etc.

Sort - *Arranging information in a specific order (usually ascending and descending) Ascending Order - Organising or sorting information in order from smallest to largest, or A-Z or 1-9, Descending Order - Organising or sorting information in order from largest to smallest, Z-A, or 9-1*

Value - *A number in a cell that can be used in Excel calculations*

Workbook - *A collection of worksheets that are contained within a single electronic file*

Worksheet - *A collection of cells that is grouped on a single layer of the spreadsheet. A workbook is a collection of worksheets (layers).*