Spreadsheet Vocabulary and Formatting Features

Complete the following using the word list.

Cell Freeze Pane Sheet Tab

Cell Reference Name Box Spreadsheet Software

Fill Range Worksheet

Formula Range Reference Workbook

1. \_\_\_\_\_\_\_\_\_\_ is Excel, Numbers, or Sheets used to create spreadsheets to solve problems involving numbers.
2. \_\_\_\_\_\_\_\_\_\_ is the intersection of a column and a row in a worksheet.
3. \_\_\_\_\_\_\_\_\_\_ is a unique identifier for a cell, which is formed by combining the cell's column letter and row number.
4. \_\_\_\_\_\_\_\_\_is a group of selected cells.
5. \_\_\_\_\_\_\_\_\_\_ is the unique identifier for a range, which is the cell in the upper-left corner and the cell in its lower-right corner, separated by a colon.
6. \_\_\_\_\_\_\_\_\_ consists of columns and rows that intersect to form cells.
7. \_\_\_\_\_\_\_\_\_\_ is a collection of related worksheets.
8. \_\_\_\_\_\_\_\_\_ is the worksheet identifier that appears at the bottom of the workbook window.
9. \_\_\_\_\_\_\_\_\_\_ is the area that displays the cell reference of the active cell.
10. \_\_\_\_\_\_\_\_\_ is an equation used to calculate values in a cell and always starts with an equal sign.
11. \_\_\_\_\_\_\_\_\_\_ copies a cell's content and/or formatting into an adjacent cell or range.
12. \_\_\_\_\_\_\_\_\_\_ selected rows and/or columns of the worksheet remains visible on the screen as the rest of the worksheet scrolls.

* Formatting
  + Changing the Appearance of a Worksheet
    - **Change column width or row height**
      * Drag
      * Dialog box
      * Auto fit
    - **Positioning Data** within a Cell
      * **Alignment**  specifies where data is lined in a cell.
        + Horizontal Alignment - left, right. or center
        + Vertical Alignment - top, middle, or bottom
      * **Indent** changes space between cell border and its content.
      * **Orientation** rotates cell content to an angle or vertically
      * **Wrap Text** moves data to a new line when the cell is not wide enough to display all the contents.
      * **Merge** combines multiple cells into one cell.
  + Changing the Appearance of Cells
    - Change fonts and font **size**
    - Apply **font style** (bold, italic, or underline)
    - Choose font and fill **colors**
    - Insert **cell borders**
    - Add **header or footer**
  + Number Formats
    - **General** - default format - displays numbers as typed
    - **Number** - displays numbers with fixed number of decimal places
    - **Currency** - displays numbers preceded by a dollar sign with a thousands separator and two decimal places
    - **Accounting** - displaces number in the Currency format but lines up the dollar signs and the decimal points vertically within a column
    - **Date** - displays text and numbers as dates
    - **Time** - displays text and numbers as times
    - **Percentage** - displaces numbers with two decimal places followed by a percent sign
    - **Fraction** - displays decimal numbers as fractions
    - **Scientific -** displays numbers in exponential notation
    - **Text -** displays text and numbers exactly as you type them
    - **Special -** displays numbers with a specific format: zip codes, phone numbers, social security numbers
    - **Custom** - displays data in the format you create, such as with commas or leading zeros
  + Using **Styles** - a combination of formatting characteristics applied simultaneously
  + **Formulas** - an equation used to calculate values in a cell and always starts with an equal sign - follows order of evaluation
    - The results of the calculation appear in the cell in which the formula is entered and the formula appears in the **formula bar**.
    - **Operands** - a constant (text or number) or cell reference used in a formula
    - **Operators** - symbol that indicates the type of calculation to perform on the operands - + for addition, - for subtraction, \* for multiplication, / for division, and ^ for exponentiation.
  + Cell References
    - Relative -adjust to a new location when copied or moved
    - Absolute - do not change if copied or moved.
    - Mixed - contains both relative and absolute
  + **Function** is shorthand way to write an equation that performs a calculation
    - Formula with a function has 3 parts - example =SUM(F6:F11)
      * **Equal sign** identifies the cell content as a formula.
      * **Function name** identifies the operation to be performed.
      * **Argument** is the value the function uses to perform a calculation. Enclosed in parentheses and if more than one argument , commas separate the arguments
    - Types of Functions
      * Mathematical
      * Trigonometric
      * Statistical
      * Financial
      * Logical
      * Date and Time
      * Text
  + Enhancing Worksheet
    - **Sort** rearranges data in a more meaningful order.
      * **Ascending order** - sorts letters A to Z, numbers lowest to highest, dates earliest to latest.
      * **Descending order** - sorts letters Z to A, numbers highest to lowest, dates oldest to newest.
    - **Filter -** displays a subset of data that meets certain criteria and temporarily hides the rows that do not meet the specified criteria.
    - **Shapes, SmartArt, pictures**
    - **Hyperlink** is a cell in a worksheet that opens another file or page when you click it.
    - **Comments** is a note attached to a cell that is usually used to explain or identify information contained in the cell.
    - **Chart** is a graphical representation of data. **Include chart title and axis labels.**
      * **Column -** uses bars to illustrate values - used to show relationships among categories of data.
      * **Line** - points connected by a line - used to show trend over time.
      * **Pie** - circle divided into sections - used to show relationship of part to whole.
      * **Scatter** or XY chart shows the relationship between two categories of data.