

..... - grid of rows and columns containing numbers, text, and formulas; used to organize data.

.....- single-page data file in a spreadsheet.

..... - a collection of related worksheets.

..... - Horizontal part of the worksheet identified by numbers.

..... - Vertical part of the worksheet identified by letters.

.....- category of data in a column

..... - The Basic unit of a worksheet

..... - The cell that is currently selected. Has thick black border around it.

..... - The location of a cell, expressed by cell coordinates.

..... - Selection of two or more cells.

..... - arranging a list of words or numbers in (A to Z) or (Z to A) order.

What can be in a cell ?

..... - numbers

..... - words or titles

..... - expressions that operate on values in a range of cells.

Formulas:

Each formula starts with an

Basic operators:

..... Addition =A3+B3

..... Subtraction =D3-C1

..... Multiplication =D2*B5

..... Division =A3/A1