

Yr Level:	Subject: ICT	Unit:	
Name:		Date:	

# PARTS OF A SPREADSHEET

Identify the various parts of this spreadsheet

Drag each label with your mouse and place over the correct green area.

ROW

TOOLBAR

CELL

VALUE

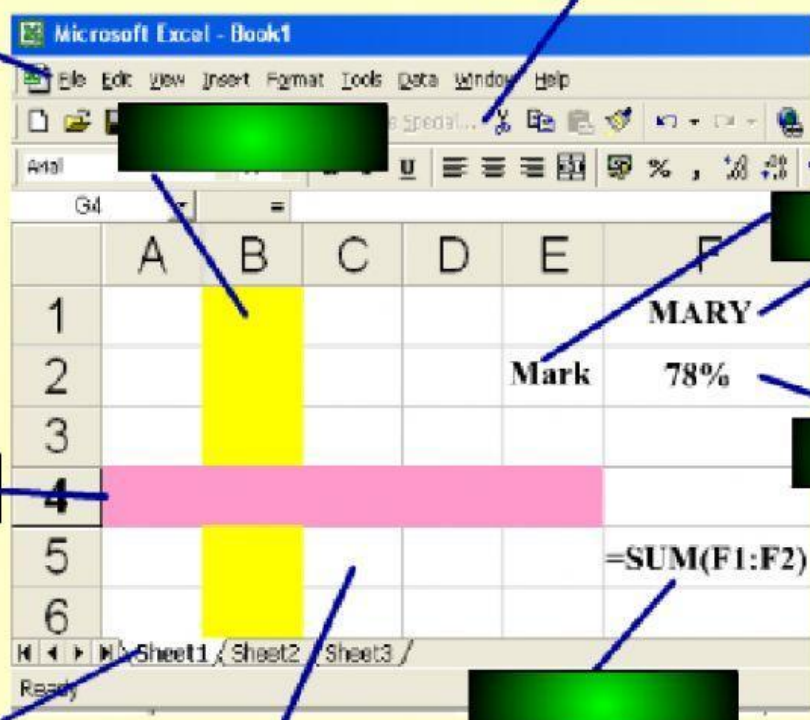
FORMULA

LABEL

COLUMN

MENU

TAB



Labels and their corresponding green areas in the Excel screenshot:

- ROW**: Points to the row number 4.
- TOOLBAR**: Points to the menu bar (File, Edit, View, Insert, Format, Tools, Data, Window, Help).
- CELL**: Points to cell B2.
- VALUE**: Points to the value 78% in cell F2.
- FORMULA**: Points to the formula =SUM(F1:F2) in cell F5.
- LABEL**: Points to the text MARY in cell F1.
- COLUMN**: Points to the column letter B.
- MENU**: Points to the menu bar.
- TAB**: Points to the sheet tab 'Sheet1'.