Term	Definition
Formula	Horizontal part of the worksheet identified by numbers.
Descending	Vertical part of the worksheet identified by letters.
Wrap Text	The intersection of a row and column.
Formulas	The cell that is currently selected. Shown by a prominent black border around it.
"=" Equal Sign	Automatically resizes the column to fit the widest entry.
Formula bar	Displays the active cells content. Located directly above the cells.
Labels	Used to add a long column of numbers.
Key	Small square in the lower right corner of a selection.
Active Sheet	Selection of two or more cells.
Sheet Name	The sheet the user is currently working on in a workbook. The name of the tab of the active sheet is bold.
Range	A collection of worksheets.
Autosum	The first thing that must be entered in a formula in Excel.

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Ascending	The words or titles used in spreadsheets.
Range	The location of a cell, expressed by cell coordinates also called cell reference.
Column	Sorting Feature Alphabetical Order Lowest to Highest
Labels	Sorting feature...Z-A; Highest to lowest
Merge Cells	Spreadsheet Verb; synonym: type
Types of Data	An equation or instructions that makes calculations based on the data in your spreadsheet. Formulas are entered into a cell in your worksheet. They must begin with an equal sign, followed by the addresses of the cells that will be calculated upon, with an appropriate operand placed in between.
Values	A feature in a spreadsheet that wraps or fits the text contents within a cell. It auto-sizes the row height and column width .

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Cell Address	Allows multiple adjacent cells to be combined into a single larger cell. This is done by selecting all cells to be merged and choosing the "Merge Cells" command.
Data	The name of the selected cell
Cell	The current worksheet that is displayed on the screen is called the 'Sheet Tab'.
Active Cell	Name of the current worksheet, displayed at the bottom of the sheet.
Sheet Tab	Spreadsheet data is information that is stored in any spreadsheet program. Data stored in cells in a worksheet can be used in calculations, displayed in graphs, or sorted and filtered to find specific information
Autofill	Data entry is the activity of keying data into a spreadsheet
Workbook	You enter three types of data in cells: labels, values, and formulas.
Autofit	(text) descriptive pieces of information, such as names, months, or other identifying statistics, and they usually include alphabetic characters.

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Cell Reference	(numbers) generally raw numbers or dates.
Data Entry	are instructions for a spreadsheet to perform calculations.
Row	A group of cells or tables denoted by a colon between the 1st and last cell.

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