

Key Terms

Excel Lesson 1: Microsoft Excel Basics

- **Active cell:** The cell in the worksheet in which you can type data. (EX 6)
- **Active worksheet:** The worksheet that is displayed in the work area. (EX 10)
- **Adjacent range:** All cells touch each other and form a rectangle. (EX 10)
- **Cell:** The intersection of a row and a column. (EX 6)
- **Cell reference:** Identifies the cell, and is formed by combining the cell's column letter and row number. (EX 6)
- **Column:** Appears vertically and is identified by letters at the top of the worksheet window. (EX 6)
- **Formula:** An equation that calculates a new value from values currently in a worksheet. (EX 6)
- **Formula Bar:** Appears to the right of the Name Box and displays a formula when the cell of a worksheet contains a calculated value. (EX 6)
- **Landscape orientation:** A page turned so that its longer side is at top. (EX 18)
- **Microsoft Excel 2010 (Excel):** The spreadsheet program in Microsoft Office 2010. (EX 4)
- **Name Box:** Cell reference area located below the Ribbon, displays the cell reference of the active cell. (EX 6)
- **Nonadjacent range:** Includes two or more adjacent ranges and selected cells. (EX 11)
- **Portrait orientation:** A page turned so that its shorter side is at top. (EX 18)
- **Range:** A group of selected cells. (EX 10)
- **Range reference:** How the range is identified; made up of the cell in its upper-left corner and the cell in its lower-left corner, separated by a colon. (EX 10)
- **Row:** Appears horizontally and is identified by numbers on the left side of the worksheet window. (EX 6)
- **Sheet tab:** Tab at the bottom of the worksheet window that displays the name of the worksheet. (EX 6)
- **Spreadsheet:** A grid of rows and columns in which you enter text, numbers, and the results of calculations. (EX 4)
- **Workbook:** The file used to store worksheets. (EX 4)
- **Worksheet:** A computerized spreadsheet. (EX 4)

Microsoft Excel 2010 Basics Answer Key

Jianjun Gao



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Microsoft Excel 2010 Basics Answer Key Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has become much more evident than ever. They have the ability to inspire, provoke, and ignite change. Such is the essence of the book **Microsoft Excel 2010 Basics Answer Key**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book's key themes, examine its writing style, and analyze its overall effect on readers.

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