

# Spreadsheet Terms

Spreadsheet – an applications program that displays a chart of rows and columns. This can be used to solve budgeting, payroll, and other problems dealing with numbers.

Column – identified by a letter of the alphabet. Columns run vertically. The column name after "Z" is AA, AB, AC, etc.. The column width is set to 10 characters, but this can be changed.

Row – Identified by a number (in numeric order). Rows run horizontally.

Cell Selector – Black outlined rectangle which moves around on the spreadsheet by using the cursor keys (arrow keys) or mouse. Data can only be put into a cell which is marked with the cell selector.

Cell – A place on the spreadsheet where a row and column intersect. Column D Row 5 would intersect a cell D5.

Cell Data – a cell may contain one of three different kinds of data: label, numeric value, or formula.

Label – is characters (letters, dates, punctuation marks, or symbols) which are not used in calculating a math problem.

Numeric Value – any number entered in a cell. This number can be a positive or negative, or number with a scientific notation.

Formula - tells the computer how to compute certain values. Once you type the formula, you no longer have to worry about the process of adding, subtracting, multiplying, or dividing numbers. The computer will perform all the calculations for you and will display the answer in the cell that you name. Symbols for computing are: + addition, - subtraction, \* multiplication, / division.

formulas always begin with an = sign.

E.g. =(b2+b3+e5) will total the three cells

=sum(b2:b7) will total the six cells in column b

the colon indicates a range of cells.

Functions – calculations that are built into the computer and can be performed by typing the name of the function, such as AVERAGE or SUM.