Unit 5 – Spreadsheet Basic Terminology
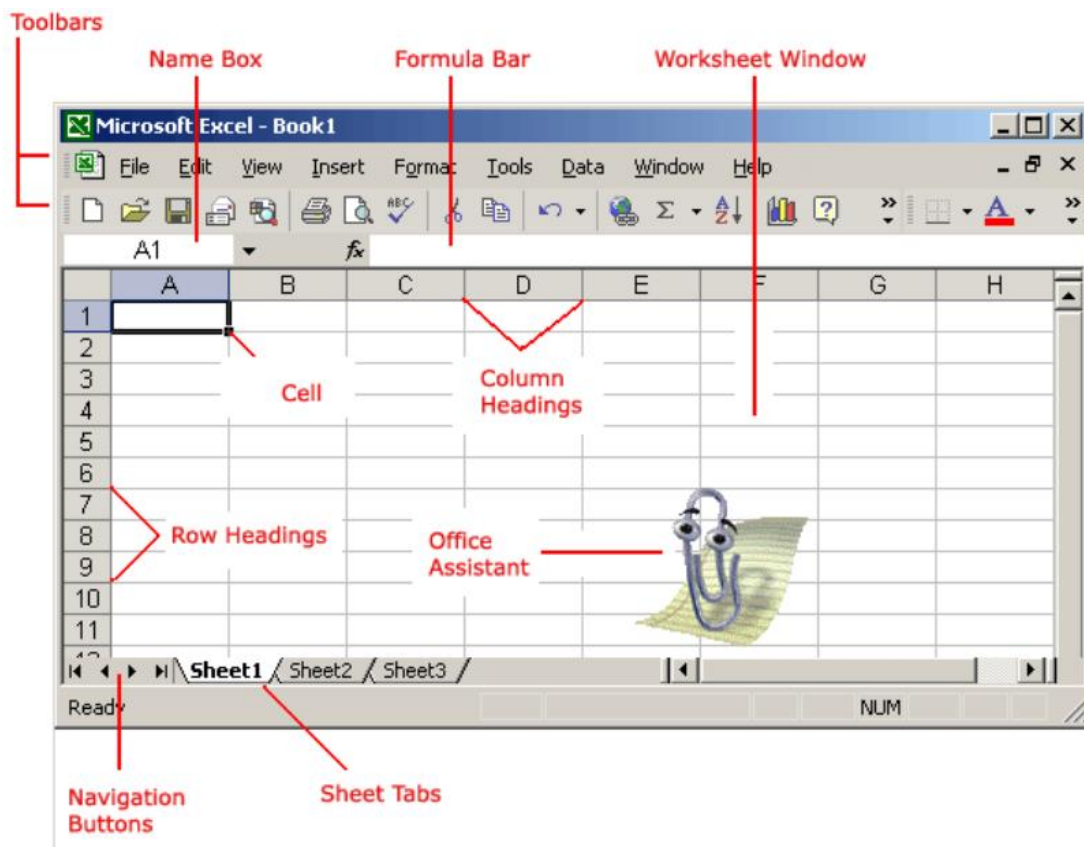

1. TitleBar:
The title bar displays the name of the spreadsheet and application.

2. Toolbar:
It displays all the options or commands available in Excel for use.

3. Name Box:
It displays the address of the current or active cell.

4. Formula Bar:
It is used to display the data entered by us in the active cell. Also, this bar is used to apply formulas to the data of the spreadsheet.

5. Column Headings:
Every Excel spreadsheet contains 256 columns and each column present in the spreadsheet is named by letters or a combination of letters.

6. Row Headings:
Every Excel spreadsheet contains 65,536 rows and each row present in the spreadsheet is named by a number.

7. Cell:
In a spreadsheet, everything like a numeric value, functions, expressions, etc., is recorded in the cell. Or we can say that an intersection of rows and columns is known as a cell. Every cell has its own name or address according to its column and rows and when the cursor is present on the first cell then that cell is known as an active cell.

8. Cell referring:
A cell reference, also known as a cell address, is a way for describing a cell on a worksheet that combines a column letter and a row number. We can refer to any cell on the worksheet using cell references (in excel formulae). As shown in the above image the cell in column A and row 1 is referred to as A1. Such notations can be used in any formula or to duplicate the value of one cell to another (by using = A1).

9. Navigation buttons:
A spreadsheet contains first, previous, next, and last navigation buttons. These buttons are used to move from one worksheet to another workbook.

10. Sheet tabs:
As we know that a workbook is a collection of worksheets. So this tab contains all the worksheets present in the workbook, by default it contains three worksheets but you can add more according to your requirement.