

1. Put your name, date, class period
2. must fit on one page – any readable font
3. no bigger than size 16
4. Type in to following words and definitions
5. save to your word document folder as “first_last spreadsheet vocabulary”

Spread sheet- an electronic ledger that can help to plan, account, or manipulate numerical information.

Row- a horizontal space into which information may be entered.

Column- a vertical space into which information may be entered

Cell- the place in a spreadsheet for a specific piece of information, a cell is in 1 row and 1 column only.

Formula- a mathematical equation based on numbers and/ or symbol.

Coordinates- the row and column designation that defines the cell located in a grid or matrix, such as ‘A2’, to indicate the cell where column A crosses row 2.

Address- the location of a cell on a grid or matrix [such as on memory matrix or an electronic spreadsheet] as identified by its coordinates.

Active cell- the cell that is highlighted and currently designed by the software to receive data or be edited.

Selected cell- see; active cell.

Status line – located in the upper left-hand corner of most electron spreadsheets, a line that gives the user information about data being entered.

Formula line – see; status line

Grid- a sets of evenly horizontal and vertical lines that intersect each other.