Microsoft Excel Quick Facts and Tips

Quick Access Toolbar

Active Cell
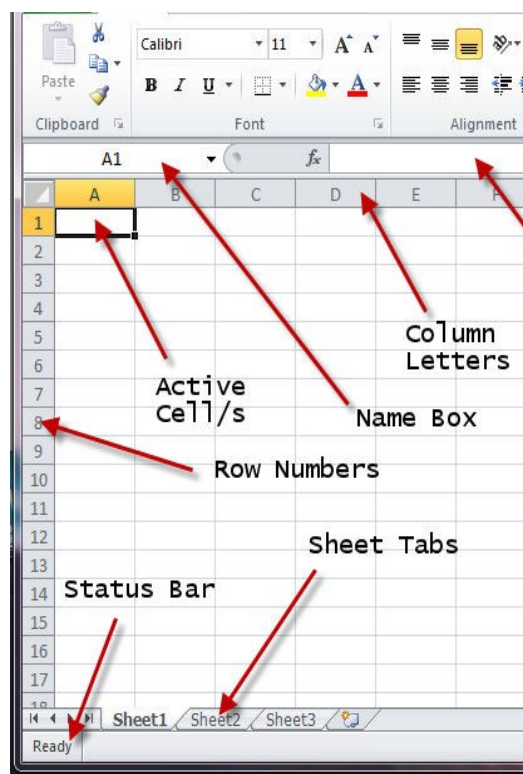
Rows

Columns
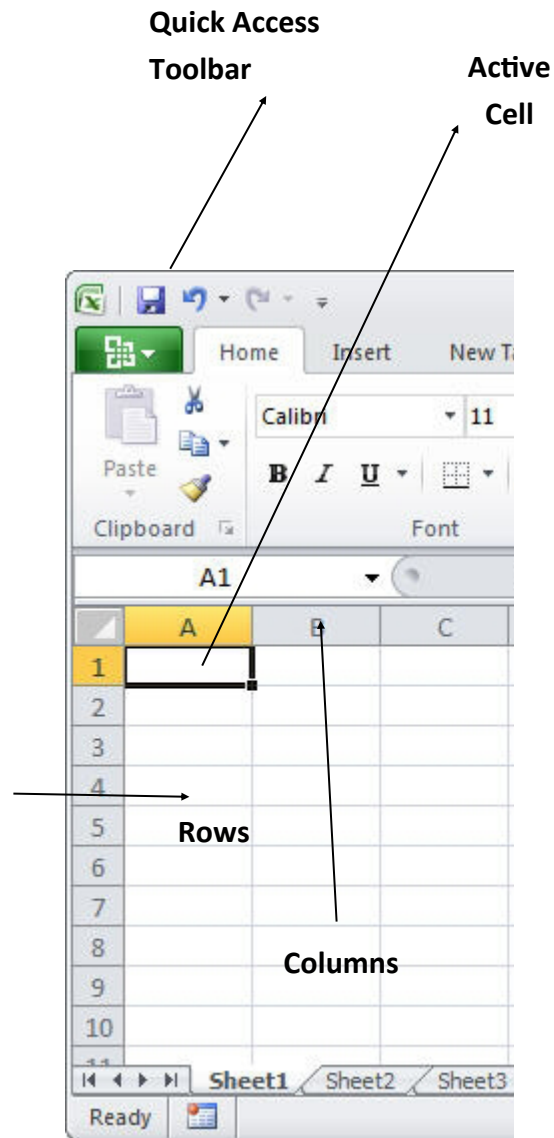
Authors:

Sandra Arnold

Larry Chamblee

Amy Swain

Microsoft Excel makes it possible to analyze, manage and share information in more ways ...

Basic Components of an Excel Document

Basic Excel Terminology

⇒ Active Cell

The **active cell** is the cell surrounded by a black border. The black border is referred to as the *active cell highlight*

⇒ Cell Reference

A cell reference identifies the location a <u>cell</u> or group of cells in the spreadsheet.

⇒ Formula

A spreadsheet formula is a mathematical equation that will calculate a result.

Examples of simple formulas : **= A3 - C6 / D2** or **= (B4 + B5) * E7**

⇒ Function

A function is a preset formula.

Like formulas, functions in Excel begin with the equal sign (=) followed by the function's name and its arguments.

Excel/ Spreadsheet Overview

◊ A spreadsheet application is a computer program such as Excel, Open Office Calc, or Google Docs Spreadsheets.

◊ Excel has a number of built in features and tools, such as functions, formulas, charts, and data analysis tools that make it easier to work with large amounts of data.

◊ A spreadsheet is a file used to store various types of data.

◊ The basic storage unit for a spreadsheet file is atable.

◊ In a table, the data is arranged in rows and columnsto make it easier to store, organize, and analyze the information.

◊ In Excel an individual spreadsheet file is referred to as a workbook.

◊ A term related to this is worksheet, which, in Excel, refers to a single page or sheet in a workbook. By default, Excel has three worksheets per workbook.