

# Glossary

(Numbers in parentheses indicate the Lesson in which the term first appeared or was first defined.)

**3-D effect** Command that applies a three-dimensional look to an object. (10)

**3-D reference** A cell address in a formula that refers to cells in another worksheet. (12)

**Absolute reference** A cell address that does not change when copied in a formula. (5)

**Active cell** The cell that is ready for data outlined with a thick border. (1)

**Adjustment handle** Yellow diamond handle on an object used to change the shape and design of the object. (10)

**Annuity** A series of equal payments made at regular intervals for a set period of time. (7)

**Argument** Values or cell ranges between parentheses in a function or what a function needs to complete its calculation. (6)

**Arithmetic mean** An average of values calculated by adding the values and then dividing the total by the number of values. (6)

**Arithmetic operators** Math symbols for calculations (+, -, /, and \*). (2)

**Ascending sort** Order in which data is arranged from lowest to highest value or A to Z. (13)

**Assistant** Organization chart shape that represents a helper. (11)

**AutoCalculate** Feature that displays sums, averages, counts, maximums, or minimums in the status bar. (2)

**AutoComplete** Feature that displays a suggested label after the first character is keyed in a cell in the column. (4)

**AutoCorrect** Excel feature that corrects common spelling errors as you type. (3)

**AutoFill** Feature that copies or extends data from a cell or range to adjacent cells. (3)

**AutoFit** To Size a column to its longest entry or size a row to the font. (2)

**AutoFormat** Built-in set of formatting instructions that applies fonts, colors, borders, and other formats to a range. (3)

**AutoShape** Common, recognized figure, shape, or outline on the Drawing toolbar. (10)

**Background** An image that displays onscreen for the worksheet. (5)

**Border** Line drawn around a cell or range of cells. (4)

**Bounding box** Imaginary rectangular box or outline for objects. (10)

**Callout** Descriptive text enclosed in a shape with a pointer or arrow connector. (10)

**Category axis** What is shown in a chart, created from row or column headings. (9)

**Category title** Optional label for the axis in a chart. (9)

**Cell** Intersection of a column and row in a worksheet with an address or reference such as B5. (1)

**Cell address** Column letter and row number that identifies a location in the worksheet. (1)

**Cell alignment** Feature that describes and sets how the contents of a cell are positioned within the cell. (4)

**Cell protection** The ability to set whether cell content can be edited. (14)

**Cell reference** The cell address or location in the worksheet. (1)

**Character string** Sequence of letters, numbers, or other symbols. (3)

**Chart** Visual display of worksheet data. (9)

**Chart area** Background of a chart. (9)

**Chart title** Optional title or name for the chart. (9)

**Column** Vertical group of cells in a worksheet identified by an alphabetic letter. (1)

**Combination chart** Chart with series that use different chart types. (9)

**Comment** A pop-up cell attachment with descriptive or explanatory text. (10)

**Cost** The original price of an item or asset. (7)

**Coworker** Organizational chart shape that represents an employee or colleague. (11)

**Crop** Remove parts of an image from view. (11)

**Custom template** A workbook model with sample values, labels, formulas, and images. (14)

**Data label** Optional title for each value in a chart. (9)

**Data marker** Object that displays individual values, such as a bar or column in a chart. (9)

**Data point** One value from the data series in a chart. (9)

**Data series** Collection of related values in the worksheet. (9)

**DB** Financial function that determines the depreciation of an asset. (7)

**Descending sort** Order in which data is arranged from highest to lowest value or Z to A. (13)

**Diagram** Object that illustrates an idea or concept. (11)

**Discussion comment** A worksheet attachment that is visible in a browser for online collaboration. (10)

**Drag-and-drop pointer** Four-headed arrow pointer that appears when the pointer rests on the edge of a cell. It is used to copy or cut a cell or range by dragging. (4)

**Draw layer** Invisible surface, separate from and on top of the worksheet, that holds drawing objects and images. (10)

**Dynamic link** A formula that refers to another cell. (12)

**Electronic spreadsheet software** Computer software that produces reports with business and personal calculations, database management, or charts. (1)

**Embedded chart** Chart that appears on the same sheet as the worksheet data. (9)

**Exploded pie chart** Pie chart in which one or more slice(s) is detached from the rest of the pie. (9)

**Filename** Document name or identifier. (2)

**Fill handle** Small rectangle at the lower-right corner of a cell or range used for extending a series or copying data. (3)

**Filter** Criteria that sets a specification for which data will be shown. (13)

**Financial function** Formula that performs a common business calculation involving money. (7)

**Folder** Storage location for work files on a disk. (1)

**Footer** Data that prints at the bottom of each page in a worksheet. (3)

**Formula** Series of calculations, expressions, numbers, and operators to carry out an arithmetic command. (1)

**Function** Built-in mathematical formula. (2)

**Function Arguments palette** Dialog box that displays help and entry areas for completing a function. (6)

**FV** Financial function argument that specifies the value of the cash at the end of the time period. (7)

**Gradient** Blend of colors used to fill charts and other objects. (9)

**Gridline** Horizontal or vertical line in the plot area of a chart to mark values. (9)

**Header** Data that prints at the top of each page in a worksheet. (3)

**HTML** Hypertext Markup Language, a widely used format for Web pages. (11)

**Hyperlink** A clickable text or object that, when clicked, displays another file, another program, or an Internet site/address. (8)

**Integer** A whole number or a number with no decimal or fractional parts. (8)

**Interval** Number of steps between values or labels in a series. (3)

**Label** An entry in a cell that begins with a letter. (2)

**Landscape** Print orientation that prints a horizontal page that is wider than it is tall. (5)

**Leading zero** A zero shown as the first digit in a value. (4)

**Legend** Chart object that explains the colors, patterns, or symbols used in the chart. (9)

**Life** Number of periods over which an asset is depreciated. (7)

**List** Table of information with rows of data and a row of labels. (13)

**Lock** Property that makes a cell available for editing. (14)

**Logical function** Formula that determines whether or not something is true. (7)

**Mail-enabled** The ability to e-mail a file without closing the application. (8)

**Marker** Small black rectangle at the location for margin and column edges in Print Preview. (3)

**Math hierarchy** Alternative term for order of precedence. (5)

**Mixed reference** A cell address that adjusts either the row or the column when the formula is copied. (5)

**Name box** Text box in the formula bar that shows current cell address. (1)

**Nested function** A function inside another function. The second or third functions are used as arguments in the first function. (8)

**Nper** Financial function argument that specifies the total number of payments or time periods. (7)

**Numeric keypad** Set of number and symbol keys at the right of the keyboard. (4)

**Object** Separate element or part of a worksheet. (9)

**Office Clipboard** Temporary memory area that can hold up to 24 copied elements. (4)

**Order of operation** Alternative term for order of precedence. (5)

**Order of precedence** Mathematical rules that determine which part of a formula is calculated first. (5)

**Organization chart** Object that illustrates hierarchical relationships, usually among company workers. (11)

**Page break** Solid or dashed line to signal where printer will start a new page. (7)

**Page orientation** Print setting that determines landscape or portrait layout. (5)

**Pattern** Cross-hatched, dotted, or other pattern used to fill chart and other objects. (9)

**Period** The time for which depreciation is calculated. (7)

**Pick From List** Feature that displays a list of all labels already in a column. (4)

**Pixel** A single screen dot. (2)

**Plot area** Rectangular bounding area for the category and value axes in a chart. (9)

**Portrait** Print orientation that prints a page that is taller than it is wide. (5)

**Preview image** Small replica or picture of a workbook for display in the Open and Templates dialog boxes. (14)

**Print area** Range of cells to be printed. (13)

**Property** Setting or attribute for a workbook, a cell, or an object. (14)

**Protection** Worksheet setting that prohibits some edits to cells and objects. (14)

**PV** Financial function argument that specifies the current cash value of the money transaction. (7)

**Range** A group of cells that forms a rectangle. (2)

**Rate** Financial function argument that specifies the interest rate for the time period. (7)

**Relative reference** A cell address that adjusts to the row or column where a copied formula is located. (5)

**Replacement string** Sequence of characters that is exchanged for existing data in the Replace command. (3)

**Rotation handle** Green oval handle (circle) on an object used to rotate the shape using the mouse. (10)

**Rounding** To make a value larger or smaller depending on a specified digit to the left or right of the decimal point. (8)

**Row** Horizontal group of cells identified by a number in a worksheet. (1)

**Salvage** The value of an asset after it has been depreciated. (7)

**Scale** Resize an image by a percentage so that it is proportional. (11)

**ScreenTip** A box on the screen with the name of a button. It appears when you rest the mouse pointer on the button. (1)

**Secondary axis** Separate set of values for a data series in a chart. (9)

**Selection handles** Black rectangles surrounding an active object or white circles surrounding the bounding box of a drawing object. (9, 10)

**Selection pointer** White cross-shaped pointer used to select or activate cells. (1)

**Serial number** Number system assigned to dates, counting from January 1, 1900, as 1. (6)

**Series** List of labels, numbers, dates, or times that follows a pattern. (3)

**Shading** Background pattern or color for a cell or range of cells. (4)

**Sizing pointer** Mouse pointer shaped as a two-headed arrow. (10)

**Style** Set of formatting specifications for labels and/or values. (7)

**Subordinate** Organization chart shape that represents an employee. (11)

**Superior shape** Top shape in an organization chart. (11)

**Synchronous scrolling** Feature that allows multiple windows to move in the same direction by the same number of rows/columns. (14)

**Synonym** A word that means the same thing. (11)

**Syntax** Structure or necessary parts and the order of those parts for a function. (6)

**Template** Model or sample workbook that can include font types, styles, alignment settings, borders, labels, values, and formulas. It is saved with an **.xlt** extension. (5)

**Template Gallery** Web site with templates for downloading. (14)

**Text box** Drawing object with no connector lines for displaying text. (10)

**Text file** File format that includes text with no formatting. (13)

**Texture** Grainy or nonsmooth surface appearance used to fill charts and other objects. (9)

**Thesaurus** Reference book that lists words with the same meaning. (11)

**Tick mark** Line or marker on an axis to display values. (9)

**TIF** Tagged Image Format, a popular file format for printed images. (11)

**Tiled** Object that repeats at a default size across the sheet. (11)

**Trace Error button** Icon with an exclamation point that notes a problem in a formula. (1)

**Type** Financial function argument that specifies whether the payment/deposit is made at the beginning or end of the period. (7)

**Value** An entry in a cell that begins with a number or an arithmetic symbol. (2)

**Value axis** Horizontal or vertical grouping of values from the worksheet. (9)

**View** Display and print settings that can be saved with a workbook. (13)

**Whole number** A value without a fraction or decimal. (6)

**Wildcard** Character that represents one or more unknown letters or numbers. (3)

**Windows Clipboard** Temporary memory area that holds cut or copied data. (4)

**Wizard** Series of dialog boxes for making choices and building a chart. (9)

**WordArt** Application that inserts shaped and colored text as an object. (10)

**WordArt Gallery** Collection of 30 styles for text images. (10)

**Workbook** Excel file that holds worksheets with data. A workbook has an **.xls** filename extension. (1)

**Worksheet** Individual page or sheet in a workbook, shown by a tab at the bottom of the screen. (1)

**Zoom size** Setting that controls how much of the worksheet appears at once on the screen. (1)