

3-D reference A reference in a formula that refers to another sheet (or sheets) in the workbook.

absolute reference A cell reference in a formula that does not change when the formula is copied.

argument Required data enclosed in parentheses (included in functions).

automatic recalculation The process that makes the results of formulas containing cell references update when you change the contents of the cells to which those formulas refer.

cell Formed by the intersection of a column and a row in a worksheet.

circular reference A formula containing a reference to the cell in which it is located.

drag-and-drop A method of moving data in which, by using the mouse, you drag a single cell or a range of cells and drop the cells in a new location.

fill handle The box at the bottom-right corner of a cell or range that is used to activate the Excel Autofill feature. When a cell or range of cells contains data that can be incremented, drag the fill handle to the left, right, up, or down to fill a range with data.

font The typeface, size, and style of a set of characters.

formula bar Located at the top of the Excel window, beneath the Standard and Formatting toolbars, it displays the contents of the active cell.

footer Text that is printed at the bottom of each page.

function Built-in formulas divided into categories such as financial, statistical, and database.

Function wizard Used to select a function and to assemble the arguments in that function correctly.

header Text that prints at the top of each page.

Source: *Microsoft Excel online Help system*

name A description that is created to refer to a cell, range of cells, value, or formula.

order of operations The specific sequence that Excel follows when it calculates formulas that contain more than one operator.

range A rectangular group of adjacent cells.

relative reference A cell reference in a formula that changes when it is copied relative to its new location on the worksheet.

sheet tabs Located at the bottom of the workbook window, they contain the names of the sheets of a workbook. The tab of the active sheet is always bold.

Spreadsheet Solution A template, or special workbook file, that you can use as a master for creating other workbooks. Several Spreadsheet Solutions come with Excel.

status bar Located at the bottom of the workbook window, it displays information about Excel's current mode, or status.

Web page In Excel, a workbook (or portion thereof) saved in HTML format for display on the World Wide Web.

Web browser An application used to open and display the contents of HTML files.

workbook Contains three sheets by default. These sheets can be of different types, such as worksheets, macro sheets, or chart sheets.

worksheet A single sheet of the workbook, containing text, numbers, and formulas.

