

Name: _____ Date: _____ Period: _____

Excel Vocab Lesson 1

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| 1. A cell that is highlighted or outlined by a bold black rectangle. This is also called the current or highlighted cell. | A. Workbook |
| 2. A view that shows you behind-the-scenes options for managing files such as opening, saving, printing, and documenting files. | B. Command Tabs |
| 3. A box on the grid identified by the intersection of a column and a row. | C. Row |
| 4. Cells that run from top to bottom in a worksheet and are identified by letters. | D. Cell |
| 5. Task-specific groups divided among the command tabs appropriate to the work a user currently performs. | E. Worksheet |
| 6. Task-oriented tabs that are organized on the ribbon. | F. Quick Access Toolbar |
| 7. An arrow in the lower, right corner of some command groups on the ribbon that opens a dialog box related to the command group. | G. Dialog Box Launcher |
| 8. In Office 2016, the tab that takes you to Backstage view to access Save, Print, Options, and other commands. | H. Screen Tips |
| 9. Located below the ribbon at the left end of the formula bar. When a user types a cell location into this box and presses Enter, the insertion point moves to that cell. | I. Ribbon |
| 10. A toolbar that gives you fast and easy access to the tools you use most often in Excel. | J. Backstage View |
| 11. A broad band that runs across the top of the Excel window that organizes commands and tools into an easy-to-use interface. | K. Active Cell |
| 12. A line of cells that start at the left edge of a worksheet, continue to the right, and are identified by numbers. | L. Column |
| 13. A small, onscreen rectangle that displays descriptive text when you rest the pointer on a command or control. | M. Command Group |
| 14. A collection of worksheets in a single file. | N. Name Box |
| 15. A page in a workbook that consists of a grid of rows and columns in which you can enter text, values, and formulas, and perform calculations. | O. FILE Tab |