

# Uses and Terminology of Microsoft Excel

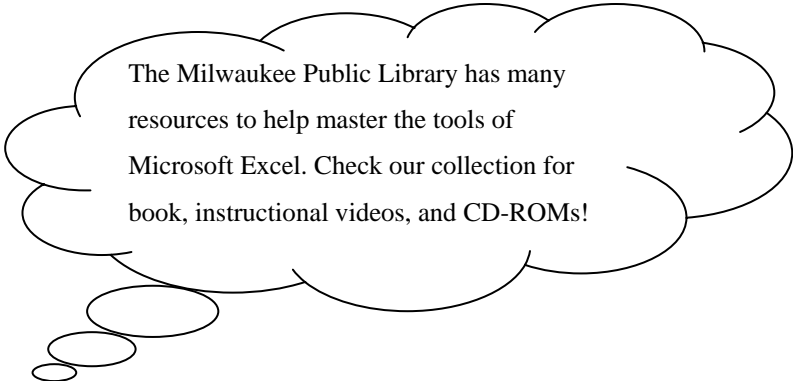
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The Microsoft Excel program allows you to create professional and personal files that can help organize and analyze data as well present information graphically in chart or graph format. The following outline provides key definitions and descriptions of many terms and concepts.

## I. The Microsoft Excel Program

### A. Uses for Excel

- i. Spreadsheets
- ii. Databases
- iii. Charts and Graphs



The Milwaukee Public Library has many resources to help master the tools of Microsoft Excel. Check our collection for book, instructional videos, and CD-ROMs!

### B. The Excel File

- i. The **workbook** is the basic Excel file. By default it contains 3 worksheets. However, you may insert up to 255 worksheets in one workbook.
- ii. The **worksheet** is made up of 256 **columns**, which are labeled alphabetically along the top and 65, 536 **rows**, which are labeled numerically along the left hand-side of the screen.
- iii. The basic building blocks of an Excel worksheet are **cells**. There are over 16.7 million cells in one worksheet.

### C. Data

- i. Labels (text)
- ii. Values (numbers)
- iii. Formulas or functions (calculations, operations)

### D. Other Terms

- i. Each cell has an **address**. This address is made up of the column letter followed by the row number. For example, A1, B3, C5, D10, G25, and so forth.
- ii. **Home** is used to refer to the first cell within the worksheet, or cell A1.
- iii. A group of cells is commonly referred to as a **cell range**.
- iv. The **active cell** in a worksheet can be identified by the **cell selector**, or the bold, darkened line, which appears around the cell. The address of the cell will display on the *formula toolbar* of the active cell.