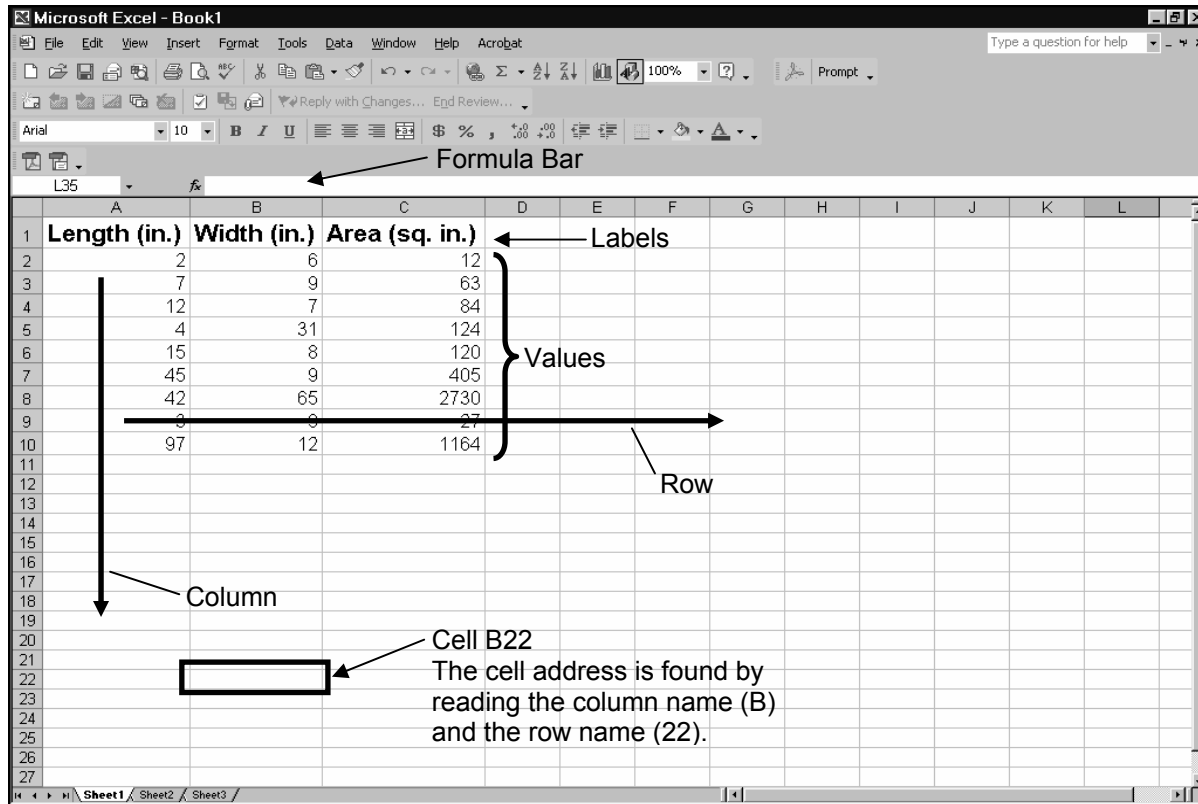


Microsoft Excel Basic Worksheet Terminology



Workbook—The *Microsoft Excel* file

Worksheet—One page in the *Excel* workbook

Column—A vertical series of cells identified by a letter of the alphabet

Row—A horizontal series of cells identified by a number

Cell—The intersection of a column and a row identified by the column name (letter) followed by the row name (number)

Labels—Text or other non-numeric data

Values—Numeric data that may be used in calculations

Formula Bar—The box that displays the contents of the active cell