



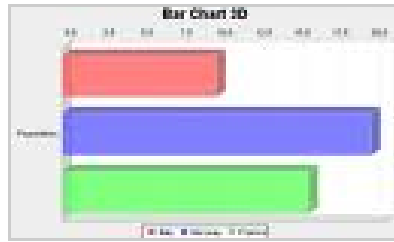
Excel spreadsheet word wall

Basic Excel toolbar buttons are pictured along with a short explanation.

You can stick them on the wall, put them in pockets, hang them from string across the room, etc. The explanations are upside down so that you can bend the sheet over and laminate them.

Ged Kehoe

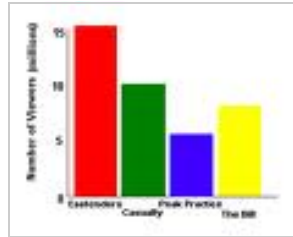
Bar chart



July 2011. Kindly contributed by Ged Kehoe, Castle College, Nottingham.

Compares data or values
horizontally.

Column chart



July 2011. Kindly contributed by Ged Kehoe, Castle College, Nottingham.

Compares data or values
vertically.

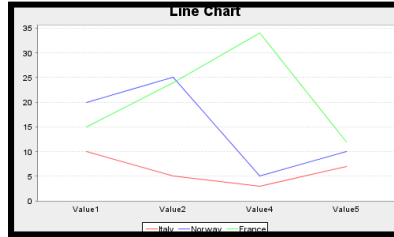
Pie chart



July 2011. Kindly contributed by Ged Kehoe, Castle College, Nottingham.

Shows the ratio of individual values to a total, or of parts to a whole.

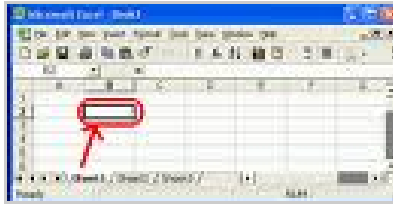
Line chart



Shows trends or changes
in values over time.

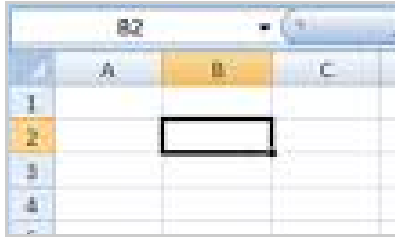
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Active Cell



The cell currently selected in a spreadsheet. Identified by a black border.

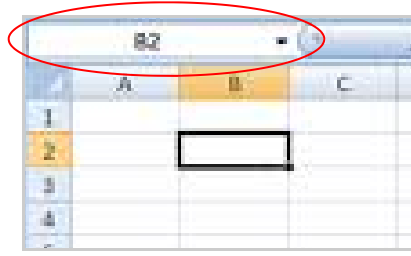
Cell



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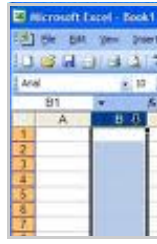
A rectangle in a spreadsheet, formed by the intersection of a row and a column, which can contain text, numbers or formulas.

Cell Reference



The coordinates of the
column and row position
of a cell, or a cell
address.

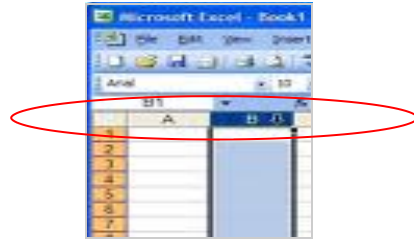
Column



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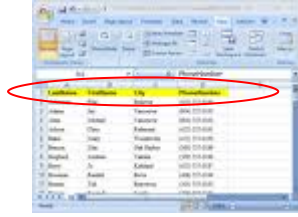
A vertical line of cells in
a spreadsheet, identified
by the letter.

Column Heading



A letter at the top of a column that can be clicked to select the entire column.

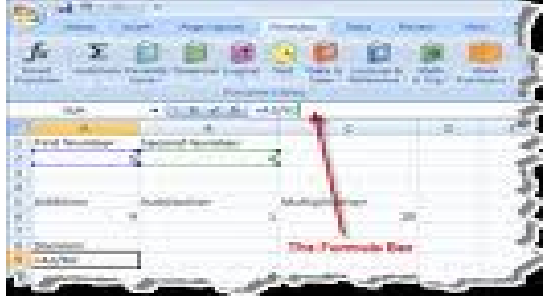
Column Label



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Text at the top of a row
that indicates the type
of information in that
column

Formula Bar

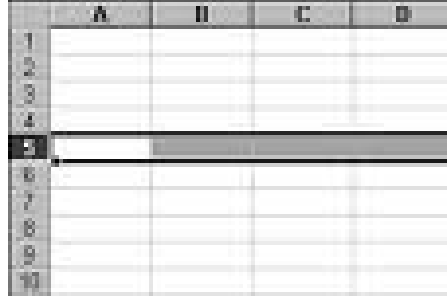


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The bar at the top of a spreadsheet that displays the information contained or being entered into a cell

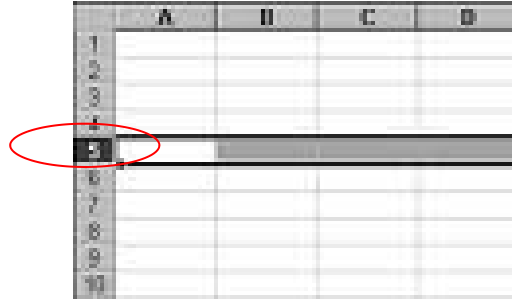
Row



A screenshot of a spreadsheet grid. The columns are labeled A, B, C, and D. The rows are numbered 1 through 10. Row 5 is highlighted in a darker grey color, illustrating a row in a spreadsheet.

A horizontal line of cells
in a spreadsheet,
identified by a number.

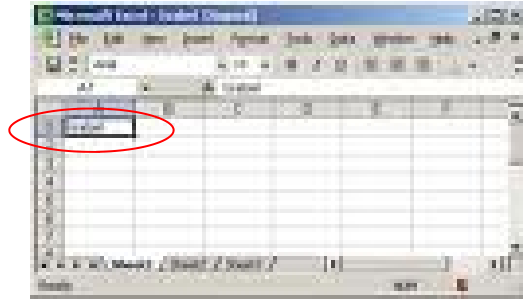
Row Heading



	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

A number at the far-left side of a row that can be clicked to select the entire row of cells

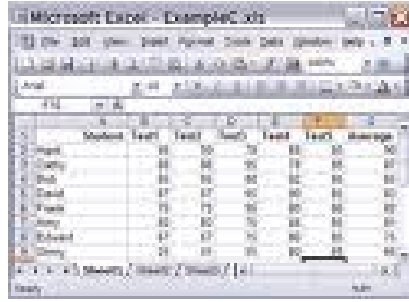
Row Label



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Text at the left side of a row that indicates the type of information in that row.

Worksheet



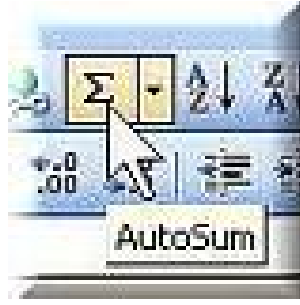
The screenshot shows a Microsoft Excel spreadsheet titled 'ExampleC.xls'. The spreadsheet contains a table with the following data:

	Maths	Test 1	Test 2	Test 3	Test 4	Average
John	88	90	78	88	85	86
Johny	88	88	95	88	88	88
John	88	88	88	88	88	88
Paul	87	87	80	88	88	86
Paul	75	75	88	88	88	81
John	88	88	78	88	88	86
Edward	87	87	78	88	88	86
John	88	88	88	88	88	88

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A spreadsheet containing cells in columns and rows.

Auto Sum



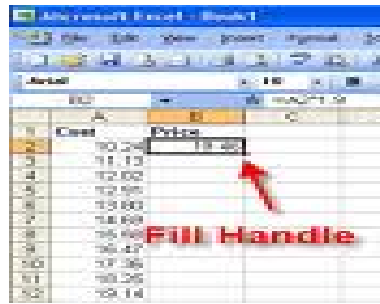
A built-in function that will add up a column or row of numbers.

Fill Colour



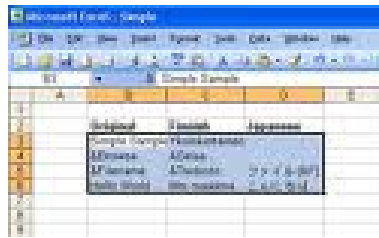
To fill a cell with colour
using the paint bucket
tool.

Fill Handle



The square at the lower
right corner of the
active cell.

Range



A selection of cells.

Value



A screenshot of an Excel spreadsheet. The spreadsheet has two columns, A and B, and three rows, 1, 2, and 3. The cell A1 contains the number 425. The cell B1 is empty. The cells A2 and B2 are empty. The cells A3 and B3 are empty.

	A	B
1	425	
2		
3		

A number that can be entered into a cell.