

LESSON 1 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Button	A graphic item that can be clicked to perform a specific task.	228
Cell reference	The column letter and row number of a cell.	234
Dialog box	A box that is used to enter information to perform a particular task such as saving a workbook.	232
Folder	An item that helps the user organize files.	232
Formula bar	The bar that displays the contents for a cell.	234
Menu	A list of related commands.	228
Menu bar	A bar that displays the names of available menus.	228
Menu command	An individual option in a menu.	228
Pointer	The arrow used to select on-screen items, such as menus and buttons. In Excel, the pointer changes to a two-headed arrow to resize columns. It changes to a block plus sign over the worksheet cells, and it changes to a black plus sign over the fill handle of a cell.	228
Scroll bar	A bar at the right side or bottom of the screen that allows you to move up and down or left and right in a worksheet.	230
Sheet tab	A small flap at the bottom of a worksheet that displays the name of the worksheet and allows you to move from one worksheet to another within the same workbook.	231
Task pane	An optional part of the Excel window that provides easy access to common tasks.	228
Title bar	The bar at the top of the screen that displays the name of the current window.	228
Toolbar	The bar that contains buttons that can be clicked to perform common tasks.	228

You Should Know

Excel files use the file extension *.xls*, so they are easy to distinguish from files in other applications.