

DIRECTIONS

SLIDE ONE:

FILL IN THE TWO YELLOW COLUMNS. USE WORD BANK TO HELP!

SLIDE TWO:

LABEL EACH AQUA ITEM WITH THE CORRECT LETTER AND WORD.

LETTER	TERM	DEFINITION
e	active cell	Indicates the current cell with the thick border around the cell.
f	column headings	The sequential letters at the top of each column enable you to identify columns.
c	formula bar	View the contents of the active cell. Under certain circumstances, you can use this bar to create or edit entries in the worksheet.
b	insert function	Open a dialog box that will help you choose and insert a built-in function.
a	name box	Look here for the address of the active cell. For example, if the Name box displays A21, this indicates the active cell is where column A and row 21 intersect.
	row headings	The sequential numbers on the left side of each row

WORD BANK

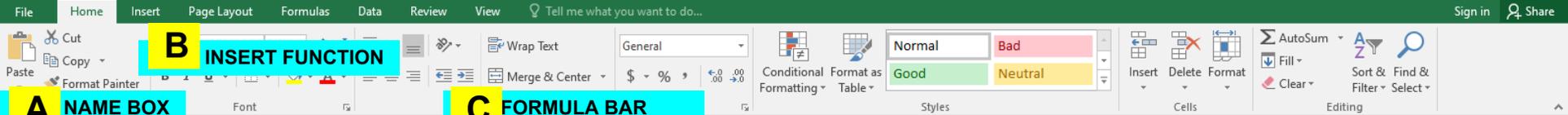
active cell

column headings

formula bar

insert function

name box

**A** NAME BOX**B** INSERT FUNCTION**C** FORMULA BAR**D** SELECT**E** ACTIVE CELL**F** COLUMN HEADINGS**G** ROW HEADINGS**J** SCROLL BARS**I** SHEET TAB