Name: _____   **Date:** _____

Label the Parts of the Excel Screen

A

B

C

D

E

F

G

H

I

J
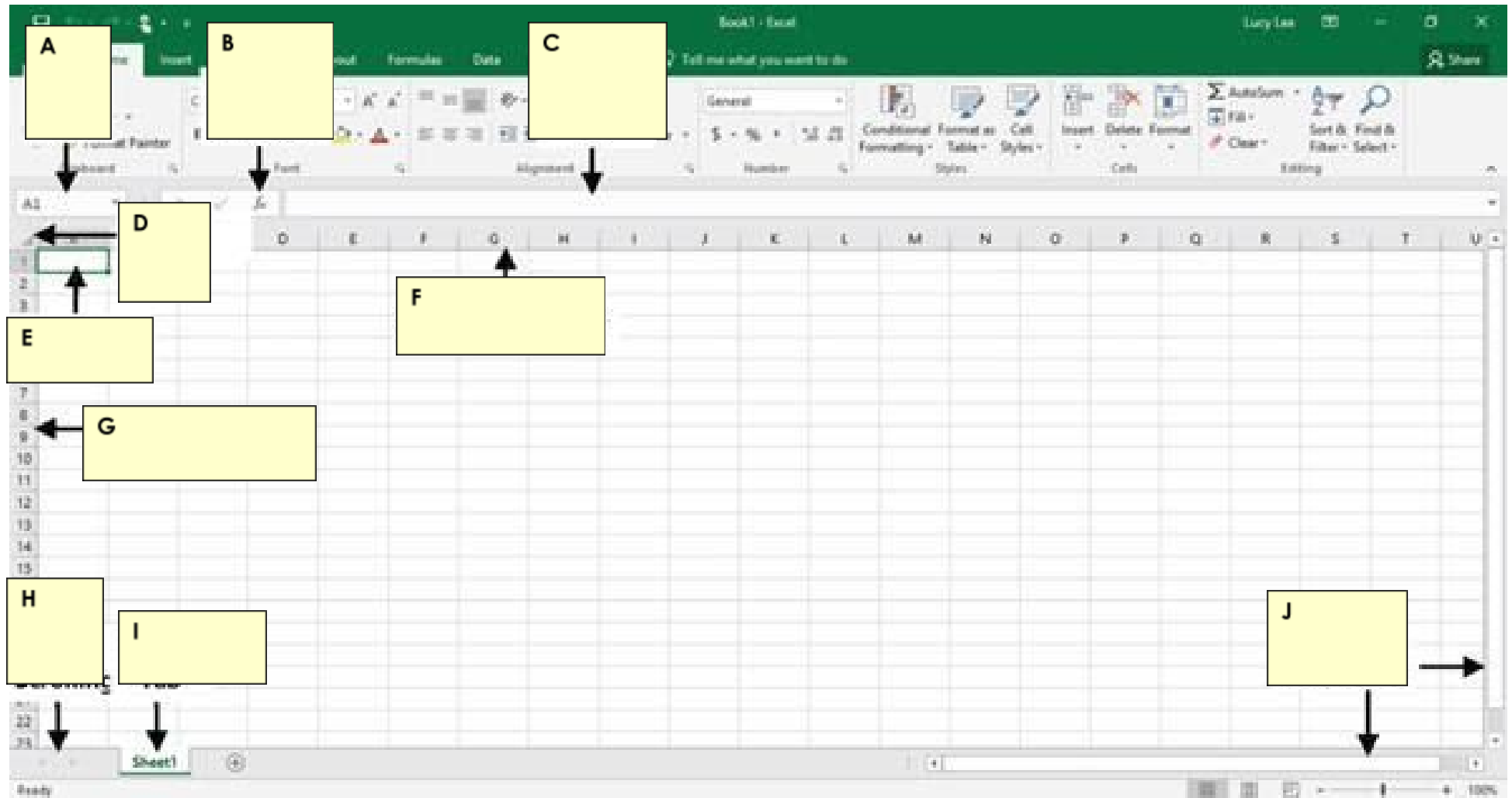
LETTER	TERM	DEFINITION
		Indicates the current cell with the thick border around the cell.
		The sequential letters at the top of each column enable you to identify columns.
		View the contents of the active cell. Under certain circumstances, you can use this bar to create or edit entries in the worksheet.
		Open a dialog box that will help you choose and insert a built-in function.
		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.
		The sequential numbers on the left side of each row enable you to identify rows.
		Use these to move horizontally or vertically within the current or active worksheet.
		Click to select all the cells in the worksheet.
		The name of the current or active worksheet on screen.
		Use these arrows to navigate between the worksheets in the workbook