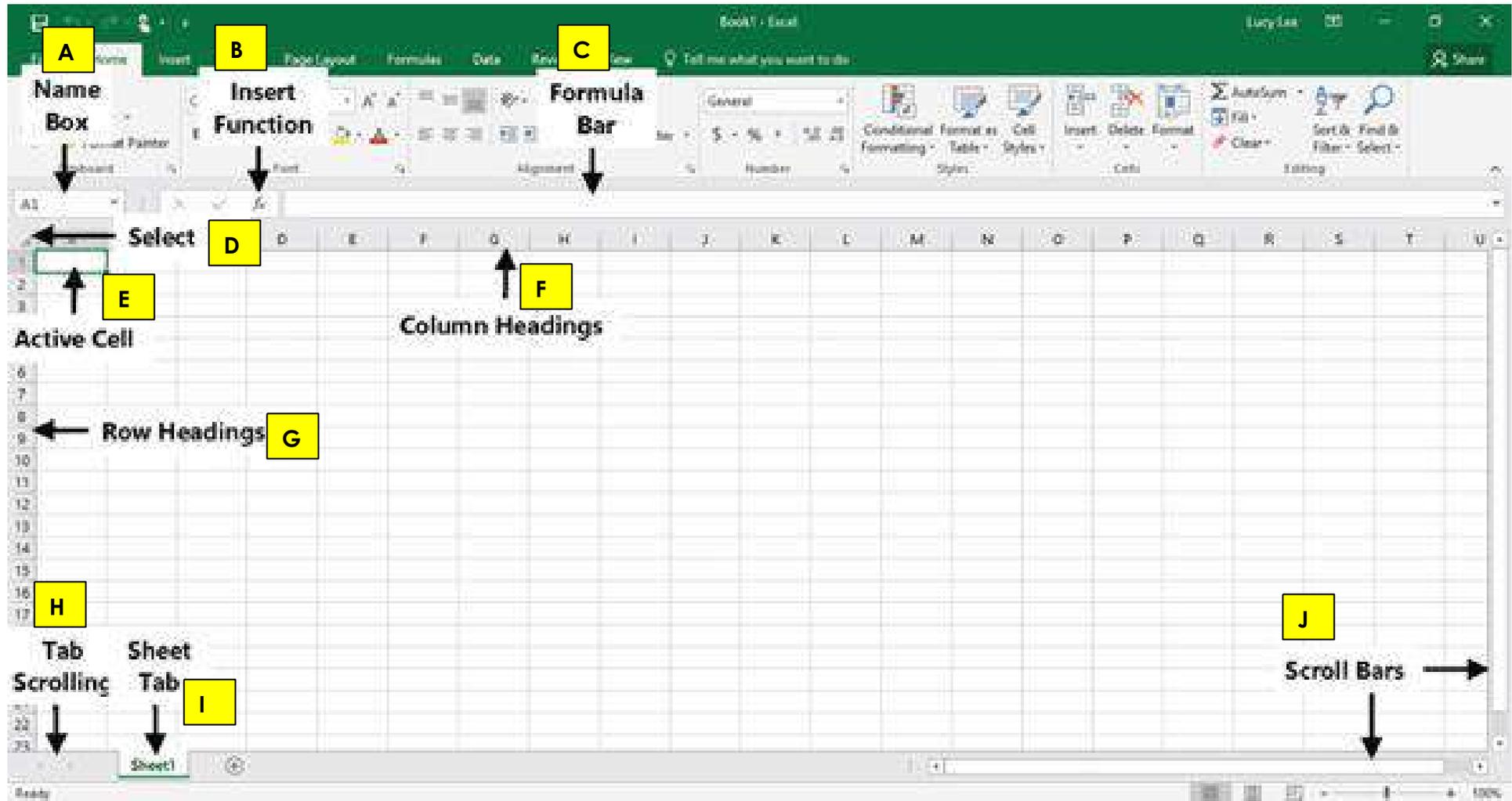


Name: _____

Date: _____

Label the Parts of the Excel Screen



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.
g	row headings	The sequential numbers on the left side of each row enable you to identify rows.
j	scroll bars	Use these to move horizontally or vertically within the current or active worksheet.
d	select	Click to select all the cells in the worksheet.
i	sheet tab	The name of the current or active worksheet on screen.