

<b>Subject</b>	<b>ICT</b>
<b>Unit</b>	Spreadsheets

Key Vocabulary	Definition
<b>Cell</b>	A cell is a rectangular area formed by the intersection of a column and a row.
<b>Cell Reference</b>	A cell reference is the name of the cell that is found by combining the Column Letter with the Row Number. For example the cell in Column "C" in Row "3" would be cell C3.
<b>Column</b>	Columns run vertically on the spreadsheet screen
<b>Column / Bar Chart</b>	A column or bar chart is a style of chart that is used to summarize and compare data
<b>Data</b>	Data refers to the type of information that can be stored in the cells of a spreadsheet
<b>Fill Handle</b>	The fill handle is the small bold square in the bottom right corner of a cell that can be used to copy (fill) data to cells in the same row or column.
<b>Filter</b>	Filtering will allow you to quickly find the information that you are looking for in a spreadsheet.
<b>Formula</b>	A formula is a spreadsheet data type that will calculate a result and display it in the active cell
<b>Function</b>	Functions are built-in formulas that are used to enter either commonly used or very complex formulas
<b>Rows</b>	Rows run horizontally on the spreadsheet screen
<b>Workbook</b>	A workbook is a collection of worksheets that are saved together in one file
<b>Worksheet</b>	A worksheet is the grid of columns and rows that information is inputted into