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Active cell	An active is the cell you are currently working on
Auto sum	A formula that will add up a column of numbers
Cell Reference	The column number and the row letter of a cell
Cell	Each individual box on the spreadsheet
Column	The vertical reference on the spreadsheet
Fill	To fill a cell with color using the paint bucket tool
Fill handle	The dot at the bottom of each cell while it is active
Filter	The procedure to select certain information in a spreadsheet.
Formula	A formula must always starts with “=” signs and what the calculations for each cell
Graph	A visual representation of data
Grid Lines	The horizontal and vertical lines on the spreadsheet
Row	The horizontal reference on the spreadsheet
Selecting	To highlight a set of cells
Sheet	One page of a worksheet
Sheet tabs	Tabs that identify the worksheets in a workbook
Spreadsheets	A grid that organizes data
Value	A number that can be entered into a cell
Workbook	Many worksheets
Worksheet	One page of a spreadsheet
autosum	Put your mouse in the cell where you want your answer. Then go up to the E shaped icon and click to autosum column.
fill	Click on certain cell and go up and click on the paint bucket and pick a color. Click "No Fill" to turn cell back to white.
format cells	Choose format from the menu toolbar. Then follow the menus to change the fonts, colors or alignment.
formulas	Type in = and then enter the equation.

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graph	Go up and click on chart icon to pick different graphs.
gridlines	To show the cell lines when printing, go to file, page setup - sheet and click on gridlines.
hiding cells	Hide rows by going to Format, Column, Hide.
make corrections	Go up to the formula bar and click in the space where you want to correct something.
save work	Go up to File - Save as - and name the document. Once it is saved, just click on the save icon after any changes.
sort	Click on icon A-Z or Z-A to put column in order. Note: When you want to sort two columns next to each other highlight both columns or it will only organize one column.

