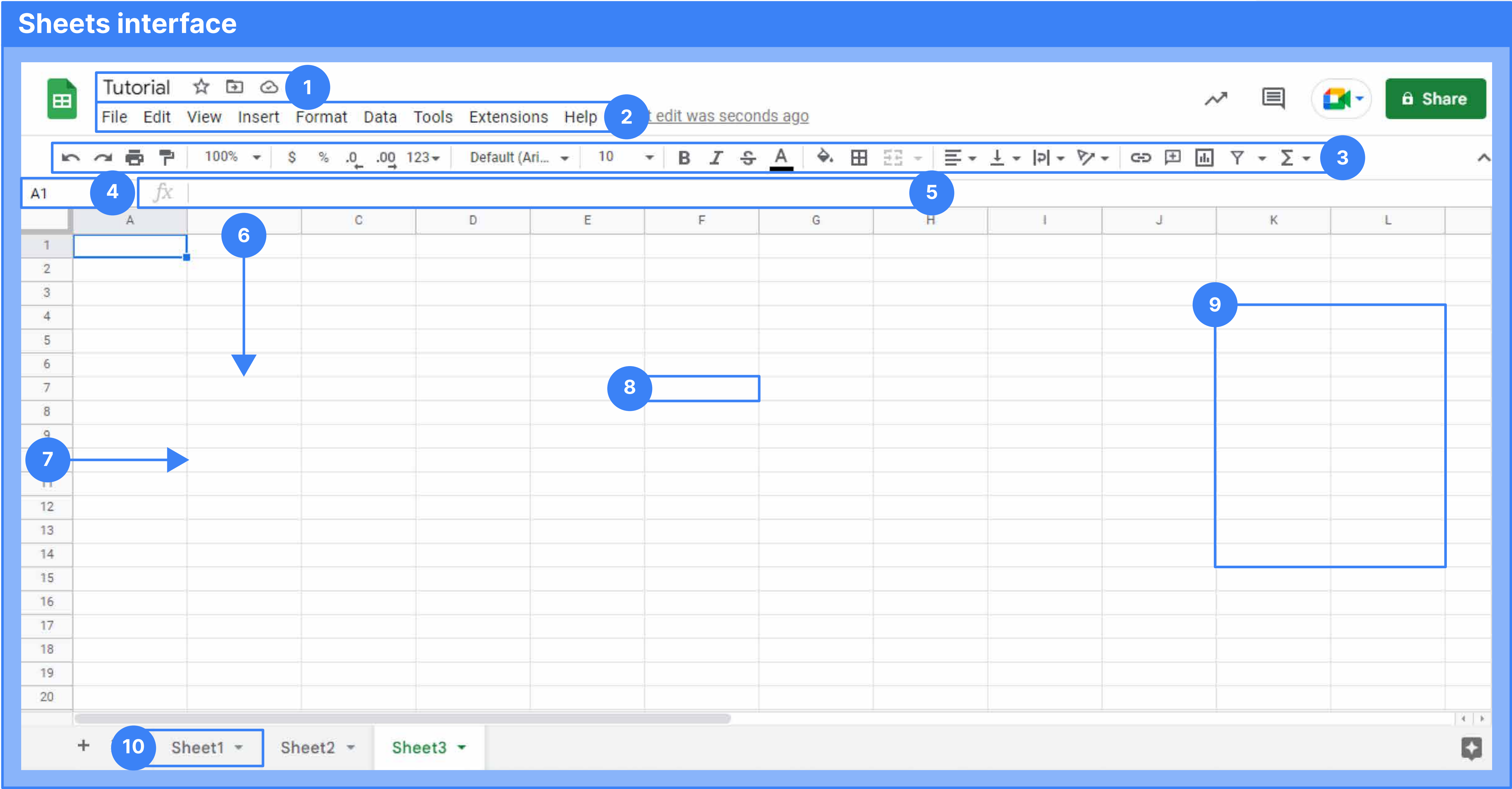


Google Sheets interface



1. Spreadsheet title:

A name that uniquely identifies the **spreadsheet file (workbook)**.

2. Menu bar:

A set of drop down menus with various options for your data or spreadsheet.

3. Tool bar:

A quick access bar to some common settings and commands.

4. Name box:

An area that displays the **cell reference** of the active cell or the range of selected cells.

5. Formula bar:

An area that shows and can be used to enter the contents of the selected cell: a value, **formula** or **function**.

Formula:

A user-designed mathematical equation for performing calculations on data.

Function:

Predefined formulas available in the spreadsheet for easier calculations.

Argument:

The specific values required by a function for it to perform its calculation and return a result.

6. Column:

The vertical series of cells identified by a column letter at the top.

7. Row:

The horizontal series of cells identified by a row number on the left.

8. Cell:

An intersection between a row and a column representing a single data point.

9. Range:

A collection of two or more selected cells running across a column, row, or both.

10. Sheets tab:

A tab that represents a particular **worksheet** present in the workbook.

Workbook:

The entire file containing a collection of one or more **worksheets**.

Worksheet:

A single page of rows and columns.

Cell reference:

A column letter and row number that uniquely identify a cell.