	ms Common Spreadsheet Tasks_ Continued from:
Basic Spreadsheet	Notes
Elements *workbook*	An Excel file that stores all the information, previous calculations, and analyses that you may have already completed; must contain at least one worksheet.
*Worksheet*	A collection of cells arranged in the form of a table that contains the actual data and calculations.
	correcting the account data and catediacions.
*Cell*	A small box that stores the individual pieces of data or calculations in a worksheet.
*Value*	The content within the cell.
*Column*	A stack of cells arranged vertically from the top to the bottom of a worksheet.
*Days*	
*Row*	A collection of cells arranged horizontally from the left to the right of a worksheet.
**	
*Function*	Used to manage event logistics effectively, even if they require responding to changing conditions. Excel can be used to allocate needed staff, check the progress of different elements, and track participant information.

**Summary** An excel worksheet contains up to 17 billion cells made up of 16,384 columns and 1,048,576 rows.

<b>Title:</b> Fundamentals of St	preadsheets & Data Presentations Date: February 9 <sup>th</sup> , 2024	
Topic: <u>Lesson 2.1: Perfor</u>	ms Common Spreadsheet Tasks Continued from:	
Excel's Common Uses Hide and Seek  Maior Many Groups	Excel displays commonly used menu features for convenient access. Other menu items are "hidden" in the menu to make easier to find commonly most used items. You can access the menu items that are not shown by placing your mouse point anywhere inside the worksheet and right-clicking to display the shortcut menu. This will reveal the menu options used to format cells. A window is also displayed that includes other	
Major Menu Groups	menu options.	
*File*	A group of menu items used to manipulate workbooks.	
*Home*	A group of menu items used to format the appearance of data in cells.	
*Insert*	A group of menu items that includes features for specializin elements into workbooks, such as charts, pictures, and shapes.	
*Draw*	A group of menu items used to insert freehand sketches into worksheets.	
*Page Layout*	A group of menu items used to insert freehand sketches into worksheets.	
*Formulas*	A group of menu items used to perform calculations using Excel's built-in functions.	
*Data*	A group of menu items used to aid in importing and working with data.	
*Review*	A group of menu items that help in sharing an Excel workbook with colleagues.	
*Review* *View* *Help*	A group of menu items that are used to change how a worksheet is displayed on the screen.	
*Help*	A group of menu items that are used to obtain assistance on spreadsheet features.	

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Topic:	Lesson 2.2: i	Prepares Data for Analysis	Continued from: Lesson 2.1	
Excel's	Common Uses	Notes		
	*Zoom*	A group of menu options that a much of the worksheet appears		
	*Window*	A view of the current workbook		
	*Pane*	The area of a worksheet that is	visible on the screen.	
	*Show*	The options that determine whe		
Excel's (	Common Uses			
	*Title bar*	The bar located at the top of an Excel worksheet. It displays the name of the application and the name of the spreadsheet.		
	*Toolbar*	The bar located below the title located with task workbook.		
	*Formula bar*	A bar located beneath the toolb the user can add or edit the cor		
*I	nsert Function Icon*	The "fx" symbol located to the l can click on the symbol and sele can be applied to data.		

<b>Title:</b> Fundamentals of S	preadsheets & Data Presentations	Date: February 9 <sup>th</sup> , 2024	
Topic:	on 2.3: Formatting	ntinued from: Lesson 2.2	
Font Group	Notes		
*Framing*	Changing the appearance of the a	data and cells in a worksheet.	
*Range*	A consecutive block of cells arrar combination of both.	nged in a row, column, or a	
*Font Face*	The style or design of letters, numbers, or other symbols.		
*Font Size*	*Font Size* The size of letters, numbers, or other symbols.  *Header* A label, generally at the top of a column of data, used to describe the rest of the data.		
*Header*			
Number Group			
*Number*	An option in the Number Format drop-down menu that define any type of number and can be configured to display the number in standardized ways.		
*Currency*	An option in the Number Format a number as money with the app and two decimal places. The user numbers in various ways.	ropriate monetary symbol	
*Accounting*	An option in the Number Format a number as money with appropr two decimal places. The user DOE format negative numbers as the	riate monetary symbol and ES NOT have as many ways to	

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Topic:	n 2.3: Formatting	Continued from: Lesson 2.3		
Number Group *Date*	An option in the Number Forma a number as a date, which can			
*Time*	An option in the Number Forma a number as a specific time of a			
*Percentage*	An option in the Number Forma a number as a percent.	t drop-down menu that defines		
Text Wrapping  *Wrap text*	An icon in the Alignment group of the Home menu that, when selected, spans or "wraps" the content of a cell across multiple lines within the same cell so that all content is showing.			
Borders *Borders*	An icon in the Font group of the Home menu that, when selected, gives multiple options to add lines, or "borders," to one or more sides of a cell.			