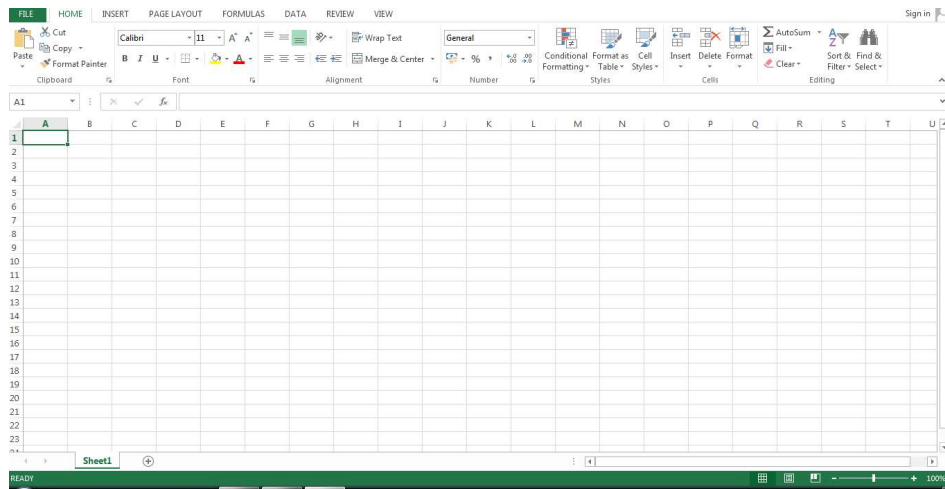


COMPONENTS OF EXCEL 2016



- **Workbook** : The Excel window that appears on the screen is called **Workbook**.
- **Worksheet** : A Workbook consists of a number of pages called **Worksheet**. A **Worksheet** consists of 1048576 rows and 16384 columns.
- **Rows** : It is a horizontal line of the worksheet . Each Row is recognised by a row number such as 1,2,3 etc..
- **Column** : It is verticle line of the worksheet. Each Column is recognised by a number such as A,B,C,D etc..
- **Cell** : It is an intersection of a rowand a column. Each cell is known by cell address which is the combination of a column, alphabet, row number.
- **Active Cell** : It displays the currently **Active Cell**, where you can enter or edit data.
- **Range** : It is a group of continuous cells which form the shape of a rectangle.