**Key Term Matching Answer Key**

**Exploring Microsoft Excel, Chapter 1**

1. A spreadsheet that contains formulas, functions, values, text, and visual aids.

**S. Worksheet**

2. A file containing related worksheets.

**R. Workbook**

3. A range of cells containing values for variables used in formulas.

**I. Input area**

4. A range of cells containing results based on manipulating the variables.

**L. Output area**

5. Identifies the address of the current cell.

**J. Name Box**

6. Displays the content (text, value, date, or formula) in the active cell.

**H. Formula Far**

7. Displays the name of a worksheet within a workbook.

**O. Sheet tab**

8. The intersection of a column and row.

**C. Cell**

9. Includes letters, numbers, symbols, and spaces.

**P. Text**

10. A number that represents a quantity or an amount.

**Q. Value**

11. Rules that control the sequence in which Excel performs arithmetic operations.

**K. Order of operations**

12. Enables you to copy the contents of a cell or cell range or to continue a sequence by dragging the fill handle over an adjacent cell or range of cells.

**B. Auto Fill**

13. A small green square at the bottom-right corner of a cell.

**F. Fill handle**

14. The horizontal measurement of a column.

**D. Column width**

15. The vertical measurement of a row.

**N. Row height**

16. A rectangular group of cells.

**M. Range**

17. The position of data between the cell margins.

**A. Alignment**

18. Formatting that enables a label to appear on multiple lines within the current cell.

**T. Wrap text**

19. The background color appearing behind data in a cell.

**E. Fill color**

20. A combination of cell references, operators, values, and/or functions used to perform a calculation.

**G. Formula**