* Microsoft Office Excel 2007- is a power spreadsheet program that organizes data
* Workbooks- collection of worksheets
* Charts- draw a variety of charts
* Tables- organize and store data within worksheets
* Web support- allows you to save Excel worksheets
* Requirements document- source of a document or calculations
* Workbook- is like a notebook
* Worksheet- sheets inside of a workbook
* Tab- is at the bottom of the worksheet
* Column heading-letter above the grid
* Row heading- identifies each row
* Cell- is the basic unit of a worksheet in which you enter data
* Cell reference the coordinates of the intersection of a column and a row
* Active cell- is a cell in which you can into data
* Gridlines- horizontal an and vertical lines on a worksheet
* Worksheet window- view of the worksheet displayed on the screen
* Normal view- the default view
* Scroll bars- to move up and down a sheet
* Scroll arrows- are used to make the sheet bigger or smaller
* Status bar- presents information about the worksheet
* Mode indicators- are like ready or enter
* Ready- the command that accepts or data entry
* Enter- accepting data through the keyboard into the active cell
* Keyboard indicators- show which keys are engaged
* Ribbon- the control center of excel
* Tab- surrounds a collection of groups
* Group- contains related commands
* Home tab- the primary tab
* Active tab- the tab currently called displayed
* Ribbon commands- includes buttons, boxes, and galleries
* Gallery- collection of photos
* In-Ribbon- dropdown list to the photos
* Live preview- pick a gallery choice
* Enhanced Screen Tip- on screen note that provides a command
* Screen Tip- displays only the name of the command
* Dialog box- contains additional command and options for the groups
* Task pane- contains additional commands
* Formula bar- appears below the ribbon
* Name box- active cell reference
* Mini toolbar- which appears automatically based in takes you perform
* Quick Access tool bar- provides easy access of commands
* Office button- central location for managing and sharing workbooks
* Submenu-list of commands with the selected words
* Key tip bridge- keyboard icon
* Key tip- additional key tip
* Text- place titles
* Left-aligned- means the cell entry occurs
* Auto correct- replaces incorrect words with correct ones
* Number-contains numbers and number sign
* Function-adds all numbers in a cell
* Range-series of two adjunct cells
* Source area- area from were cells were copied
* Destination area- the place where cells are placed
* File- a saved workbooks
* File name- name of the file
* Format- a worksheet to emphasize certain entries
* Font type- defines the appearance of words
* Font style- the way that the font looks like
* Font size- the size of the characters
* Point- certain size
* Font color- the color of your characters
* Bold- characters being darkened
* Merging cells-involves creating a single cell
* Embedded chart- drawn on the same worksheet as the data
* Y-axis –used to coordinate to scale
* Document-properties- details about the file
* Metadata- provides detail information about the cell
* Keywords- describe the document
* Standing properties- update properties
* Automatically update- include file system
* Document Information Panel- can view and enter document properties
* Hard copy- printed copies
* Auto calculate- calculate for you
* Edit mode allows you to edit information
* Insert mode- lets you insert text