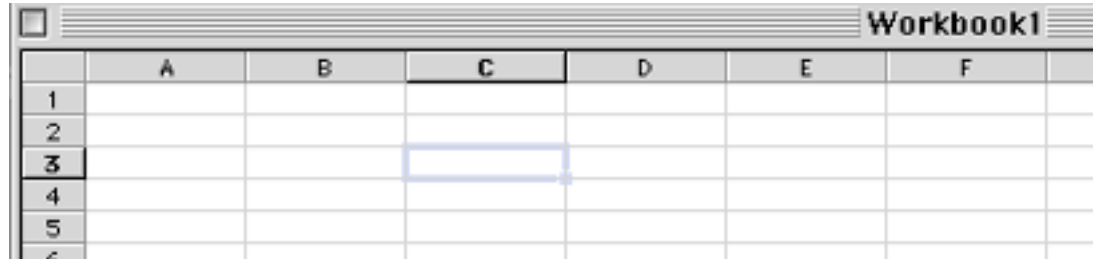


# Spreadsheet Terminology

Workbook



Cell

Row

Column

Data

Entering numbers

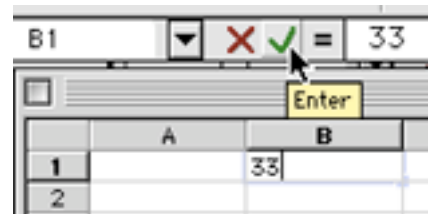
Entering dates

Entering text

Quick calculations

Formulas

AutoFill



**SUM(number 1,number 2,...)**  
 Adds all the numbers in a range of cells.

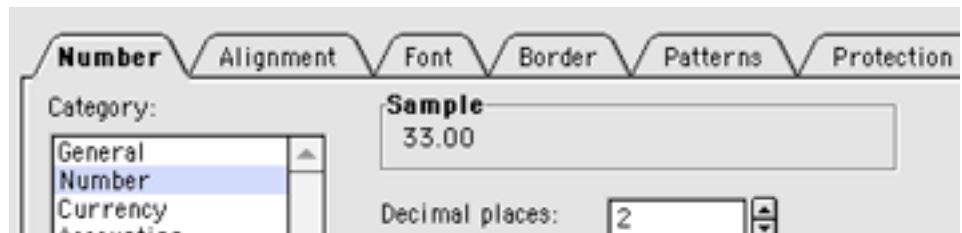
Resizing columns or rows

Changing font, size, style of text

Changing number formats

Alignment

Borders, patterns



Charts

