**Excel Vocabulary Assignment**

**Directions:** Use Lesson #1, #2, and #3d the help button  to find out what each of these terms is. Insert a cropped screenshot of the item. Screen captures must be of a BLANK Excel file and NOT the gcflearnfree.org lessons.

|  |  |
| --- | --- |
| AutoSum Button |  |
| Borders Button |  |
| Cell |  |
| Cell Range in Name Box |  |
| Charts group |  |
| Column |  |
| Fill Handle |  |
| Formula Bar |  |
| Formula Ribbon |  |
| Name Box |  |
| Normal view  |  |
| Number Format group |  |
| Page Break view |  |
| Page Layout view |  |
| Quick Access Toolbar |  |
| Row |  |
| Sort/Filter |  |
| Workbook saved as “delete” (use H: drive) |  |
| Worksheet |  |
| Zoom Control  |  |