

ARTT BUSINESS SCHOOL
INTRODUCTION TO INFORMATION TECHNOLOGY
IMPORTANT DEFINITIONS (MCQ's)

Active cell

The selected cell in the worksheet; indicated with a dark border.

Active sheet

The worksheet currently displayed in the workbook window.

Active workbook

The workbook you are currently using.

Adjacent range

A single rectangular block that includes a group of contiguous cells.

Arithmetic operator

A symbol, such as +, -, *, or /, used in a formula to perform arithmetic calculations.

AutoComplete

The feature that helps make entering repetitive text easier. As you enter text in a worksheet, text that begins with the same letters as a previous entry in the same column is displayed.

Autofit

To eliminate empty space by matching the column width to the longest cell entry or the row height to the tallest cell entry.

AutoSum

A button that quickly inserts Excel functions that summarize all the values in a column or row using a single statistic - SUM, AVERAGE, COUNT, MIN or MAX

Cell

The intersection of a column or row in a worksheet.

Cell range

A group of worksheet cells, which can be adjacent or nonadjacent. (Example - A2:G19)

Cell reference

The address of a cell indicating its column and row location.

Column heading

In Excel, the part of the worksheet that identifies each column by a different letter.

Cut

From the desk of **Rahim Zulfiqar Ali**

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To remove data from a cell and place it on the Office Clipboard.

Drag and drop

To move an item (either text or a graphic) by selecting it and dragging it with the mouse.

Find

The command to locate specific letters and numbers in a workbook.

Formula

A mathematical expression that calculates a value; all Excel formulas always begin with an equal sign (=) followed by an expression that describes the calculation to be done.

Formula bar

The bar located above the workbook window in which the contents of a cell are displayed.

Function

A predefined formula that performs calculations using specific values called arguments.

Landscape orientation

A type of page orientation in which the page is wider than it is tall, so that text spans the widest part of the page.

Name box

The box located on the far left of the Formula bar in which the cell reference to the active cell is also displayed.

Nonadjacent range

Cell range that is comprised of two or more separate adjacent ranges.

Normal view

The view that renders the workbook and worksheets for the computer screen.

Page layout view

In Excel, a view that shows how the worksheet will be laid out on the pages sent to the printer.

Page break preview

In Excel, a view that displays the worksheet as it is divided up into pages. Anything outside of the print area is grayed out.

Portrait orientation

A type of page orientation in which the page is taller than it is wide (like a typical business letter.)

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Replace

The command to overwrite letters and numbers in a workbook with another entry.

Sheet tab

The area at the bottom of a worksheet that identifies the worksheet; clicking a sheet tab makes the worksheet active.

Spelling checker

A feature that check the words in a document against the program's built-in dictionary and helps you avoid typographical errors.

Spreadsheet

A tool used in business for budgeting, inventory management, and decision making fir analyzing and reporting information.

What-if analysis

An approach using an electronic spreadsheet in which you change one or more of the values in the worksheet and then examine the recalculated values to determine the effect of the change.

Workbook

The file in which Excel stores an electronic spreadsheet.

Worksheet

Each workbook is made up of individual worksheets, or sheets, containing formulas, functions, values, text, and graphics.

Conditional format

A setting that applies formatting only when a cell's value meets a specified condition.

Footer

Text that appears at the bottom of every page in a document or at the bottom of every slide in a presentation.

Format painter

A button on the Ribbon that, when selected, copies a format from one cell range to another.

Header

Text that appears at the top of every page in a document or every slide in a presentation.

Margin

The space between the page content and the edges of the page.

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Merge

To combine the main document with a data source.

Mini toolbar

A tool bar that appears next to the pointer whenever you select text and contains buttons for the most commonly used formatting commands, such as font, font size, styles, color, alignment, and indents that may appear in different groups or tabs on the Ribbon.

Print area

Selected portion of a worksheet to be printed.

Absolute reference

Cell reference that points to a specific cell and does not change when copied; appears with a dollar sign (\$) before each column and row designation.

Argument

Specifies the numbers, text, or cell references used by a function to calculate a value.

F4 key

Rather than retyping a formula, you can switch reference in editing mode by selecting the cell reference and pressing the F4 key.

IF function

A logical function that returns one value if the statement is true and returns a different value if the statement is false.

Mixed reference

Cell reference that contains both relative and absolute references, for example B\$4.

Relative reference

In a formula, the address of a cell range based on the relative position of the cell that contains the formula and the cell the formula refers to. If you copy the formula, the relative reference is adjusted to reflect the new location of the cell containing the formula.