

Excel Interface — Quick Reference

Javed.bi Learning Hub · Lesson 1

Workbook: the Excel file containing one or more worksheets.

Worksheet: an individual grid inside a workbook.

Ribbon: tabs and commands used to work with Excel.

Name Box: displays the active cell reference and lets you jump to a cell/range.

Formula Bar: shows and edits the active cell value or formula.

Rows: horizontal and numbered. **Columns:** vertical and lettered.

Cell: the intersection of a row and column, such as B4.

Sheet Tabs: switch between worksheets.

Status Bar: displays workbook status and quick calculations for selections.

Practice: create a workbook, rename a sheet, enter a value, jump with Name Box, and enter a simple formula.