



Main Tool Bar	These are the shortcut icons placed on the main menu for the purpose of allowing the user to quickly access particular program functions.
Main Menu	All program functions can be accessed here.
Formula Bar	Reflects not only the visible text and number, but shows the hidden functions in a cell as well.
Individual Cells	Where the data or formulas are stored.
Row Reference Number	The number is in reference to the row of cells to its right.
Column Reference Letter	The letter is in reference to the row of cells beneath it.
Sheets	Think of Excel as a workbook (eg: My Company) comprised of many sheets (eg: contacts list, invoices, etc.).
Column	A horizontal collection of cells.
Row	A vertical collection of cells.
Sum Key	Create quick totals.
Function Key	Allows the user to insert a calculation into a cell
Chart Icon	Create charts based on the data in the cells.