MS EXCEL LECTURE NOTES

BY: QALBEEN KHALID

GRADE 6

ROWS/RECORDS

$\alpha\beta$

  These are horizontal series of cells.

  These are represented by numbers.
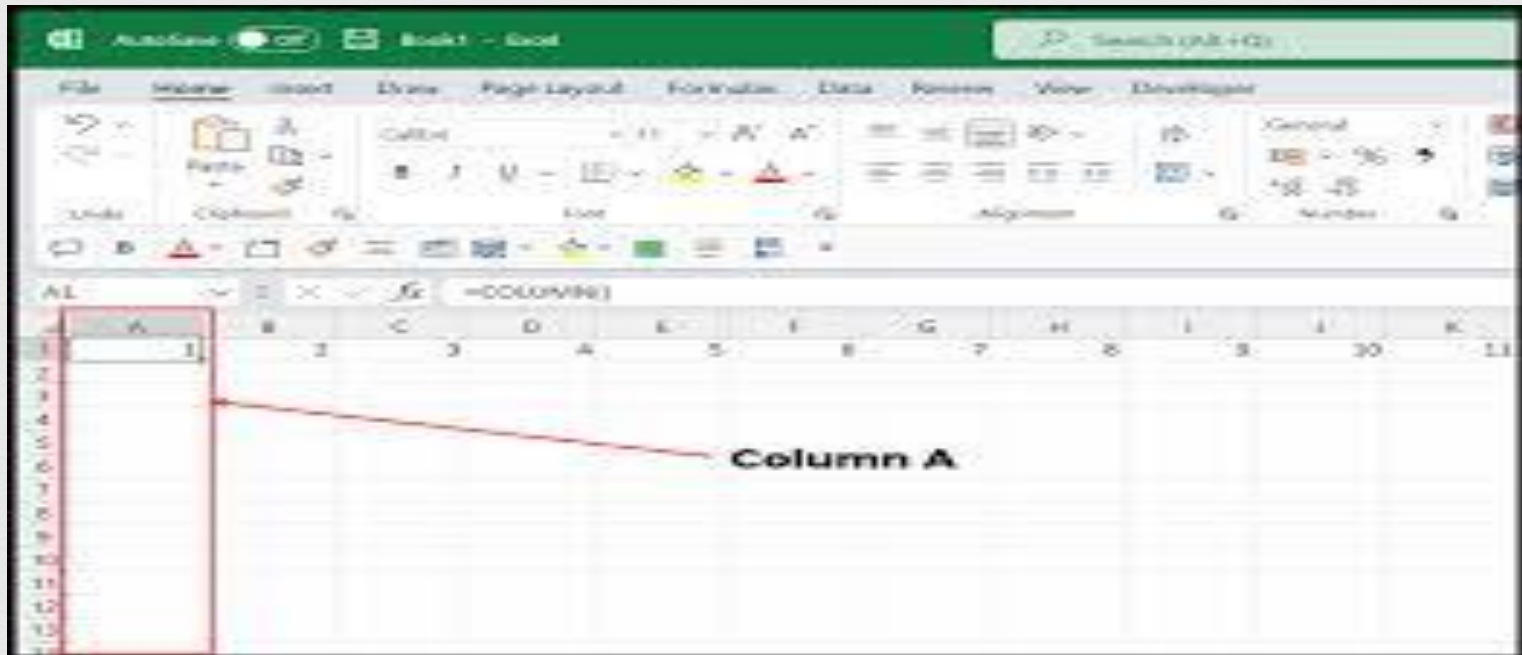
COLUMNS/FIELDS
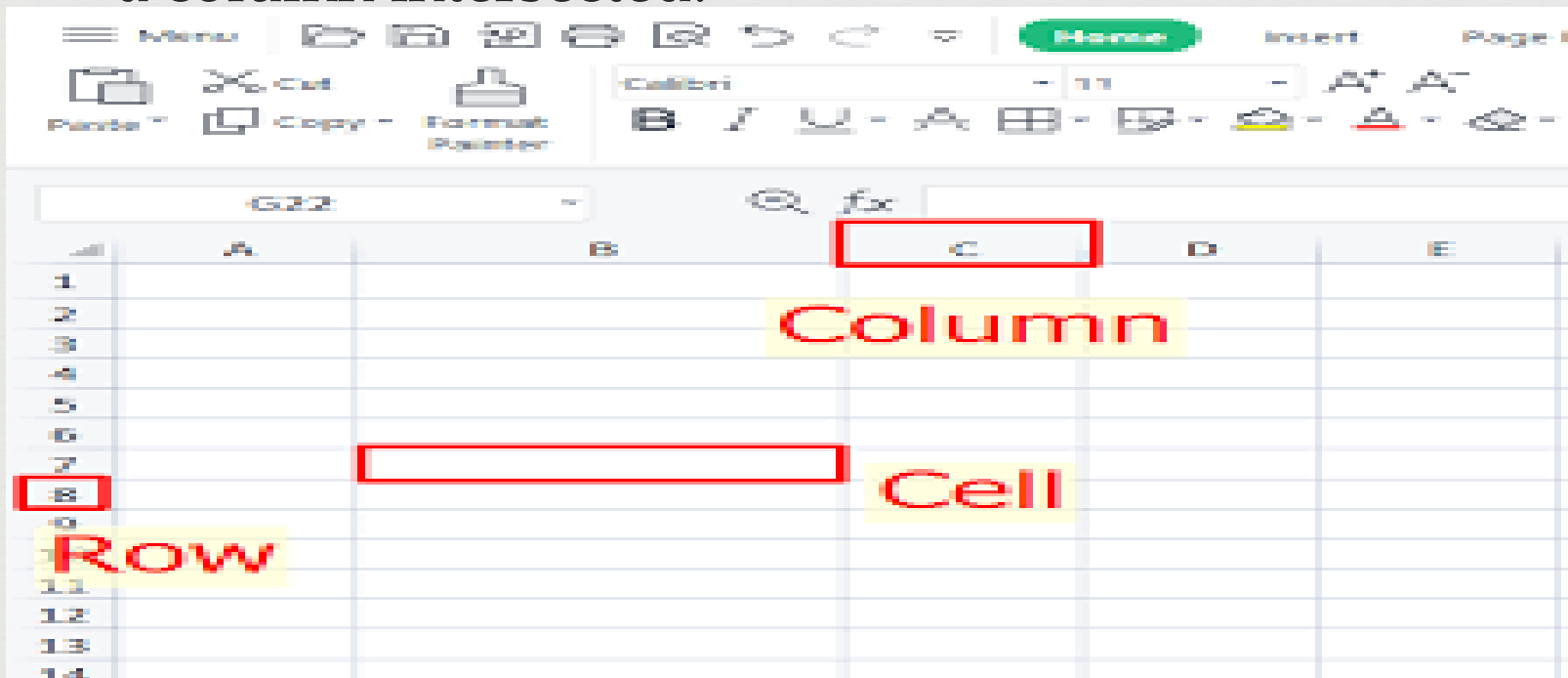
These are the vertical series of cells.

They are represented by letters.

CELL

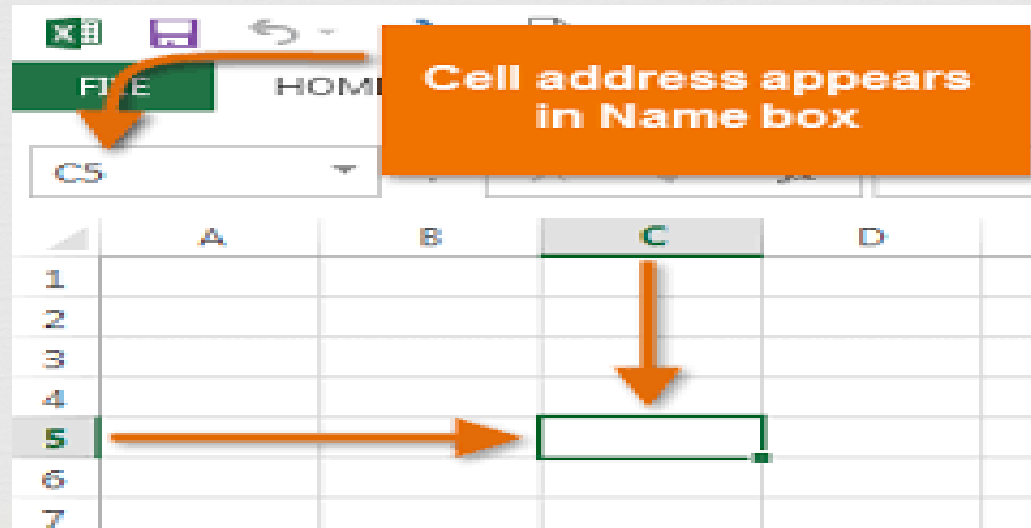It is a rectangular box that is created when a row and a column intersected.

NAME BOX

ೞ Name box consists of cell reference or cell address.
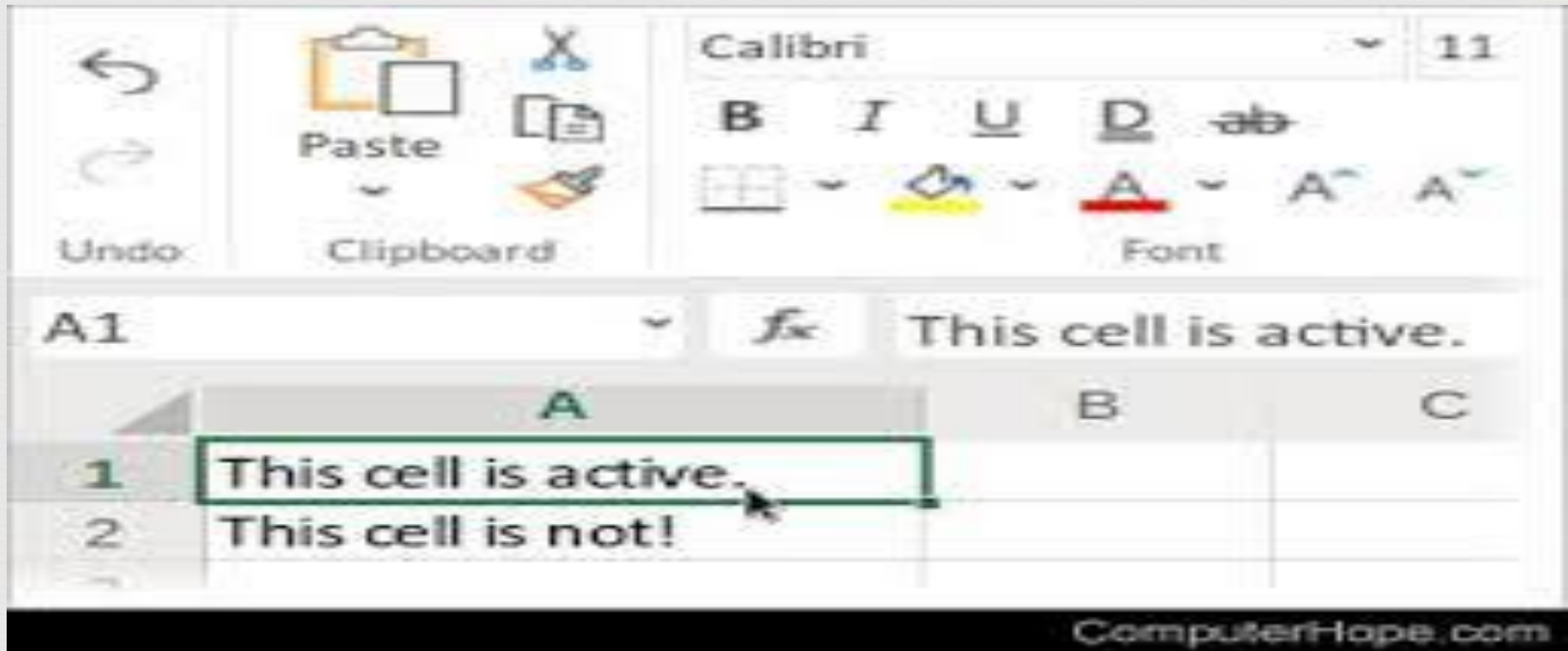
CELL REFERENCE/ADDRESS

 It is the cell address of a cell.

 For instance D3 means this cell is lying in the column D and row 3.

 H4, G3,L14 etc.

Cell address appears in Name box

ACTIVE CELL

The currently selected cell is called an active cell.

AUTOSUM FEATURE

ॐ It is a built-in function that automatically calculates the sum, average,minimum etc of selected cells.

ॐ It is represented by a summation symbol.