

Match Game

Cell Address	The work area, containing rows & columns, aka spreadsheet
Ribbon	A spreadsheet program file created in Excel
Workbook	The numbers or text in a cell
Formula bar	Enter or edit formulas here at the top of the Excel window
Cell	The intersection of a row and cell
Worksheet	The strip of buttons and tabs above the work area
Data	The location of a particular cell, consisting of a column letter & row number

Create Simple Formulas

Add (+)
Subtract (-)
Multiply (*)
Divide (/) forward slash
Add numbers =87+ 23
Add cells =B2 + B3
Add a series of cells =SUM(B2:B10)

For Fun! Create a Chart

1. Select/highlight all the data and headings in the worksheet you created.
2. Click on the **Insert** tab on the **Ribbon**
3. In the **Charts** group, click on the type of chart you want (pie, graph, bar)
4. From the drop-down menu, select how you want your chart to look