

- The following are the basic parts/components of the Microsoft Excel Window:

1. active cell:

An Active Cell in Excel is a cell that is currently selected. It will be highlighted by a rectangular box and its address will be shown in the address bar. You can activate a cell by clicking on it or by using your arrow buttons. To edit a cell, you double-click on it or use F2 as well.

2. columns:

A COLUMN in Excel is a vertical set of cells. A single worksheet contains 16384 total columns. Every column has its own alphabet for identity, from A to XFD. You can select a column by clicking on its header.

3. row:

A ROW in Excel is a horizontal set of cells. A single worksheet contains 1048576 total rows. Every row has its own number for identity, starting from 1 to 1048576. You can select a row by clicking on the row number marked on the left side of the window.

4. fill handle:

Fill Handle a small dot present in the lower right corner of the active cell. It helps you to fill numeric values, text series, insert ranges, insert serial numbers, etc.

5. Address Bar

It shows the address of the active cell. If you have selected more than one cell, then it will show the address of the first cell in the range.

6. Formula Bar

The formula bar is an input bar, below the ribbon. It shows the content of the active cell, and you can also use it to enter a formula in a cell.

7. Title Bar

The title bar will show the name of your workbook, followed by the application name ("Microsoft Excel")

8. File Menu

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This book includes empirical and theoretical research concerned with all aspects of end user computing including development utilization and management and covering Web based end user computing tools and technologies end user computing software and trends and end user characteristics and learning *Step-by-Step Professional Development in Technology* Sarah Meltzer, 2013-10-02 Don't train your teachers in instructional technology without reading this resource packed book from Sarah T Meltzer Meltzer presents easy to follow guidelines for bringing about effective professional development in technology from start to finish She takes you step by step through the process of planning implementing and managing professional development opportunities The book is also filled with handy practical tools and resources such as pre planning worksheets needs assessment surveys long and short term technology plans technology inventory forms training schedule templates and more Meltzer provides filled out examples of those forms so you can see how to complete them She also offers blank versions for your own use In addition each chapter concludes with a checklist to help you keep track of the steps you take as you make professional development in technology a reality and a success in your school or district **PCs**

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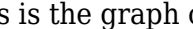
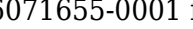
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