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**Terms and Definitions**

Chapter 9 Introduction to Spreadsheets

The Chapter Terms and Definitions was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Chapter 9 Introduction to Spreadsheets

| **Term** | **Definition** |
| --- | --- |
| Cell | A cell is a single element in the worksheet that has a value, some text, or a formula |
| Chart | A type of visualization shaped like a pie and used to analyze data in and intuitive and user-friendly way |
| Column | Represents categories of data and the cells are named by alphabet vertically |
| Conditional Formatting | A spreadsheet feature which allows you to apply formatting, such as cell shading and text color, to cells based on conditions |
| Data | Information used for reasoning, discussion, or calculation |
| Filter | A spreadsheet feature designed to narrow a set of data based on specific criteria so that you can choose which rows are visible and which ones are hidden |
| Formula | A feature which performs specific calculations or other actions on the data in your sheet |
| Function | A set piece of code built into a spreadsheet that performs certain predefined actions. Examples include SUM, AVERAGE, COUNT, MIN, and MAX |
| Pivot Table | A useful tool to quickly summarize and analyze large amounts of data to see patterns and trends |
| Row | Represents a record of data and the cells are numbered horizontally |
| Sorting | A spreadsheet feature which organizes data in an ascending or descending order and facilitates searching for data |
| Spreadsheet | A computer program that represents information in rows and columns, and makes it easy to perform calculations with the data |