

# Excel Exam Study Guide: ISAT 229

Microsoft Excel  
5 March 2008

## Key Terms:

### Excel Chapter 1

Workbook  
Worksheet  
Column  
Row  
Cell  
Gridlines  
Active Cell  
Ribbon  
Status Bar  
Formula Bar  
Entering Titles  
Entering Text  
Entering Numbers  
Summing a Column/Row  
Copying a Cell  
Fill Handle  
Copy Area  
Paste Area  
Merging Cells  
Adding a Chart

### Excel Chapter 2

Formula  
Copying Formulas  
Average/MIN/MAX  
Argument  
Range Finder  
Accounting Format  
Comma Style Format  
Floating Dollar Sign Format  
Conditional Formatting  
Conditional Formatting Operators  
Importing External Data  
Web Query

### Excel Chapter 3

Inserting a Row/Column  
Absolute Cell Referencing  
Relative Cell Referencing  
Mixed Cell Referencing  
IF Function  
Nested IF Function  
Goal Seeking