

## Spelling list: Year 7 Intro to Spreadsheets

spreadsheet	A <b>spreadsheet</b> is used to show and calculate numbers.
cell	A rectangle in a spreadsheet.
reference	If you are stuck, use the instruction book for <b>reference</b> .
row	Horizontal across a spreadsheet.
column	Vertical.
formula	A <b>formula</b> is a rule for doing something using mathematical symbols.
worksheet	A page in a spreadsheet.
value	Number in a spreadsheet.
text	Click B to change the <b>text</b> to bold.
label	Text in a spreadsheet.
workbook	Made up of worksheets.
copy	Please send me a <b>copy</b> of your catalogue.
paste	Cut and <b>paste</b> to move the picture.
calculation	A sum.
format	<b>Format</b> is the general look, shape, size and style of a document.
enter	<b>Enter</b> your credit card number.