

## Parts of a Spreadsheet

A spreadsheet page consists of a grid of 'boxes' into which you can type data. These 'boxes' are called **cells**. The cell in which you are currently typing is called the **active cell**.

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										

*A typical spreadsheet with a cell highlighted in red*

Horizontal lines of cells are called **rows** and are identified by numbers (down the left side of the page).

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										

*A typical spreadsheet with row '5' highlighted in red*

Vertical lines of cells are called **columns** and are identified by letters (across the top of the page).

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										

*A typical spreadsheet with column 'D' highlighted in red*

Each cell can be identified using the column and row. In the illustration below, the highlighted cell is D5 (column D, row 5). Notice that the numbers start from the top and increase as you go down the page.

	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

*Cells are identified using the column and row. The highlighted cell is D5*