

Student Name: _____ Period: _____ Date: _____

ANATOMY OF A SPREADSHEET

Directions: Take notes as your teacher demonstrates and describes each of the spreadsheet components listed below

Component	Description
Workbook	
Spreadsheet	
Cell	
Cell address	
Cell range	
Column	
Row	

Student Name: _____ Period: _____ Date: _____

	A	B	C	D	E	F
1	INVOICE					
2						
3	Item Number	Quantity	Unit	Description	Unit Price	Amount
4	4376	11	Ea	PDA	129.99	
5	8976	4	Doz	Flash Drive	25.99	
6	8632	4	Ea	Scanner	99.99	
7	7793	8	Pkg	Web cam	35.00	

Directions: Use cell addresses from the Invoice spreadsheet above to identify examples of each component

Component	Description
Cell	
Cell address	
Cell range	
Column	
Row	