



LESSON 3 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Background	A graphic that appears behind the information in a worksheet.	294
Border	A line or box that frames a cell.	283
Font	The look of characters, including typeface and style.	282
Font style	A trait of a font, including bold, italic, and underline.	282
Horizontal alignment	The side-to-side placement of the contents of a cell.	290
Style	A group of formatting traits that has been given a name.	286
Text box	A moveable, resizable rectangle that contains text.	297
Vertical alignment	The top-to-bottom placement of the contents of a cell.	292

Tips and Tricks
 Font, alignment, and other formatting changes only affect the cells that are selected. Remember to select a range first, and then make the formatting change.

Tips and Tricks
 The toolbar provides a quick way to perform many commands. However, if you use the menu to perform the same command, you will often find that you have more options.

You Should Know
 Open the **Format Cells** dialog box by right-clicking a cell or range of cells and choosing **Format Cells**.

Copyright © by The McGraw-Hill Companies, Inc. All rights reserved.