

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.

◀ See page TM36 for
English Learner activity
suggestions.

Key Term	Definition	Page Number
Automate	An action that allows a task to be completed automatically.	235
Case sensitive	Requiring that information (such as a password) be entered in upper case, lower case, or a combination, in order to be processed correctly.	229
Digital signature	An electronic certificate that provides proof of identity when someone sends a file over the Internet.	236
Lock	To secure a cell so the information cannot be altered.	227
Macro	A series of actions that you record and then replay to automate tasks.	235
Macro security	Protection against computer viruses caused by macros.	235
Merge	To transfer changes from one version of a workbook to another.	234
Password	A combination of letters, numbers, or symbols that someone must know in order to open or make changes to a file.	229
Protect	To prevent changes to cells, worksheets, or workbooks.	227
Share	To set up a workbook so that more than one user can edit it at once.	231
Track Changes	A function that allows you to see what modifications have been made to a worksheet.	232

You Should Know

Using the skills in this lesson, you can control other people's access to a workbook you have created.

Troubleshooter

Use passwords to protect important information. Do not create a password that would be easy for people to guess, such as your name or birthday. Be sure to record your passwords in a secure location.