



# LESSON 2 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
<b>AutoSum</b>	A function used to add values in rows or columns.	255
<b>AVERAGE</b>	A function used to find the numeric average of a group of cells.	255
<b>Budget</b>	A detailed estimate of income and expenses over a certain period of time.	253
<b>Cell content</b>	The words, numbers, and symbols that appear inside a cell.	254
<b>Clear</b>	To remove all of the contents of a cell.	257
<b>Clipboard</b>	The location where items such as cells and text are placed when they are copied.	260
<b>Copy</b>	To create a copy of selected items in a worksheet. The copy is placed on the Clipboard.	260
<b>Cut</b>	To remove selected items from a file. The items that are removed are placed on the Clipboard.	260
<b>Edit</b>	To make changes to the contents of a cell.	256
<b>Fill handle</b>	A tool that lets you fill multiple cells with the same content by using one cell as an example.	264
<b>Function</b>	A list of preset formulas that are used to solve equations.	255
<b>Go To</b>	A command that allows you to move directly to a particular cell.	253
<b>Hyperlink</b>	A shortcut to other files or Internet material.	265
<b>MAX</b>	A function used to identify the largest value in a group of cells.	255
<b>MIN</b>	A function used to identify the smallest value in a group of cells.	255
<b>Paste</b>	To place items that have been copied to the Clipboard into a file.	260
<b>Research task pane</b>	A task pane that allows you to look up information while you are using Excel.	266

**Tech Tip**  
 You can delete all of the contents in a row or column without deleting the row or column itself. Select the row or column. Then press **DELETE**.

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