# Key terms and Excel vocabulary

**Data** – any information that is collected or researched. This can be numbers or words

**Survey** – a means of collecting information about the frequency of something occurring

**Tally** – a means by which to record the frequency of an occurrence, often used when conducting a survey

**Cell** – one of the individual sections in Excel where you can enter text or numbers. All cells have a reference location, similar to a grid reference, consisting of one number and one letter.

**Spreadsheet** – a whole page of Excel cells that you can work with. There are multiple sheets within an Excel workbook.

**Graph** – a means of visually depicting data or information to make it easier to interpret. There are a range of different graphs.

**Bar** **graph** – one that represents data as ‘bars’. The length of each bar extends to the amount of that data type there is.

**Pie chart (graph)** – represents the fraction that each form of data takes up from the whole

**Column**– a vertical row or list. Data that is put above or below one another

**Row** – a horizontal row or list. Data that is arranged left to right

**Copying** – creating a duplicate of something

**Pasting** – making use of a duplicate of something that has been copied earlier

**Decompose** – when material breaks down until it is reintegrated back into the environment

**Rubbish** – anything that we throw away or dispose of, regardless of the reason

**Output** – the final result of an equation or calculation

**Formula** – an equation or calculation

**SUM** – the SUM function adds everything within the range specified. ‘=SUM(A1:A4)’ will add everything between ‘A1’ and ‘A4’.