- The following are the basic parts/components of the Microsoft Excel Window:
- active cell:

An Active Cell in Excel is a cell that is currently selected. It will be highlighted by a rectangular box and its address will be shown in the address bar. You can activate a cell by clicking on it or by using your arrow buttons. To edit a cell, you double-click on it or use F2 as well.

2. columns:

A <u>COLUMN in Excel</u> is a vertical set of cells. A single worksheet contains 16384 total columns. Every column has its own alphabet for identity, from A to XFD. You can select a column by clicking on its header.

3. row:

A ROW in Excel is a horizontal set of cells. A single worksheet contains 1048576 total rows. Every row has its own number for identity, starting from 1 to 1048576. You can select a row by clicking on the row number marked on the left side of the window.

fill handle:

Fill Handle a small dot present in the lower right corner of the active cell. It helps you to fill numeric values, text series, insert ranges, insert serial numbers, etc.

#### 5. Address Bar

It shows the address of the active cell. If you have selected more than one cell, then it will show the address of the first cell in the range.

#### 6. Formula Bar

The formula bar is an input bar, below the ribbon. It shows the content of the active cell, and you can also use it to enter a formula in a cell.

# 7. Title Bar

The title bar will show the name of your workbook, followed by the application name ("Microsoft Excel")

#### 8. File Menu

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