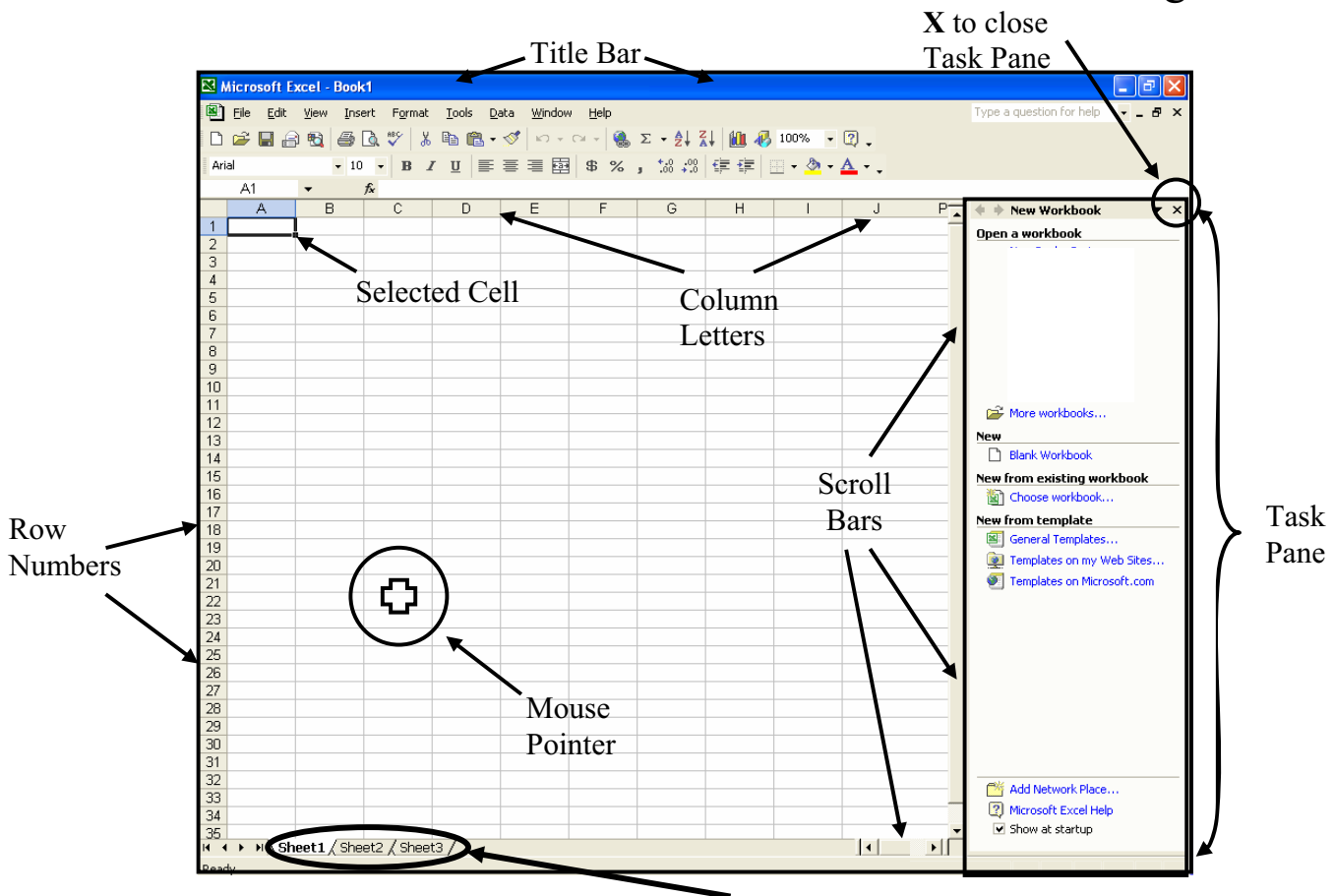


The Program Window

The Microsoft[®] Excel program window opens on your screen! You will notice several important things.

- The **Worksheet** is filled with **Cells**. They are small boxes. There is a **Cell** where every **Row** and **Column** intersects.
- **Columns** are lettered. **Rows** are numbered. Each **Cell** is addressed by its **Column** letter and **Row** number. For example, **Cell A1** is the “box” in **Column A, Row 1**.
- When on the cells, the mouse pointer is a fat, white cross.
- A **Cell** that is “selected” will have a black box outlining it.



- The **Workbook** will have **Worksheets** in it (ours has 3).
- The **Task Pane** may or may not appear, and can be closed.