Excel Elements

Name Box

Select All

Insert Function

Formula Bar

Column heading

Row heading

View and Zoom controls

New sheet

Sheet tab

Sheet tab navigation buttons

Status bar

Denver Mortgage Company

Input Area

Today's Date:	2/16/2015		
Pmts Per Year:	12		

Loan #	House Cost	Down Payment	Amount Financed	Mortgage Rate	Rate Per Period	Years	# of Pmt Periods	% Financed	Date Financed	Payoff Year
452786	$ 400,000	$ 80,000	$ 320,000	4.625%	0.385%	25	300	80.0%	5/1/2009	2034
453000	$ 425,000	$ 60,000	$ 365,000	4.750%	0.396%	30	360	85.9%	11/3/2009	2039
453025	$ 175,500	$ 30,000	$ 145,500	4.625%	0.385%	25	300	82.9%	4/10/2010	2035
452600	$ 265,950	$ 58,000	$ 207,950	4.250%	0.354%	15	180	78.2%	10/14/2011	2026
452638	$ 329,750	$ 65,000	$ 264,750	4.750%	0.396%	30	360	80.3%	2/4/2012	2042

Summary Statistics

Total	$ 1,596,200	$ 293,000	$1,303,200
Average	$ 319,240	$ 58,600	$ 260,640
Median	$ 329,750	$ 60,000	$ 264,750
Lowest	$ 175,500	$ 30,000	$ 145,500
Highest	$ 425,000	$ 80,000	$ 365,000
# of Mortgages	5	5	5

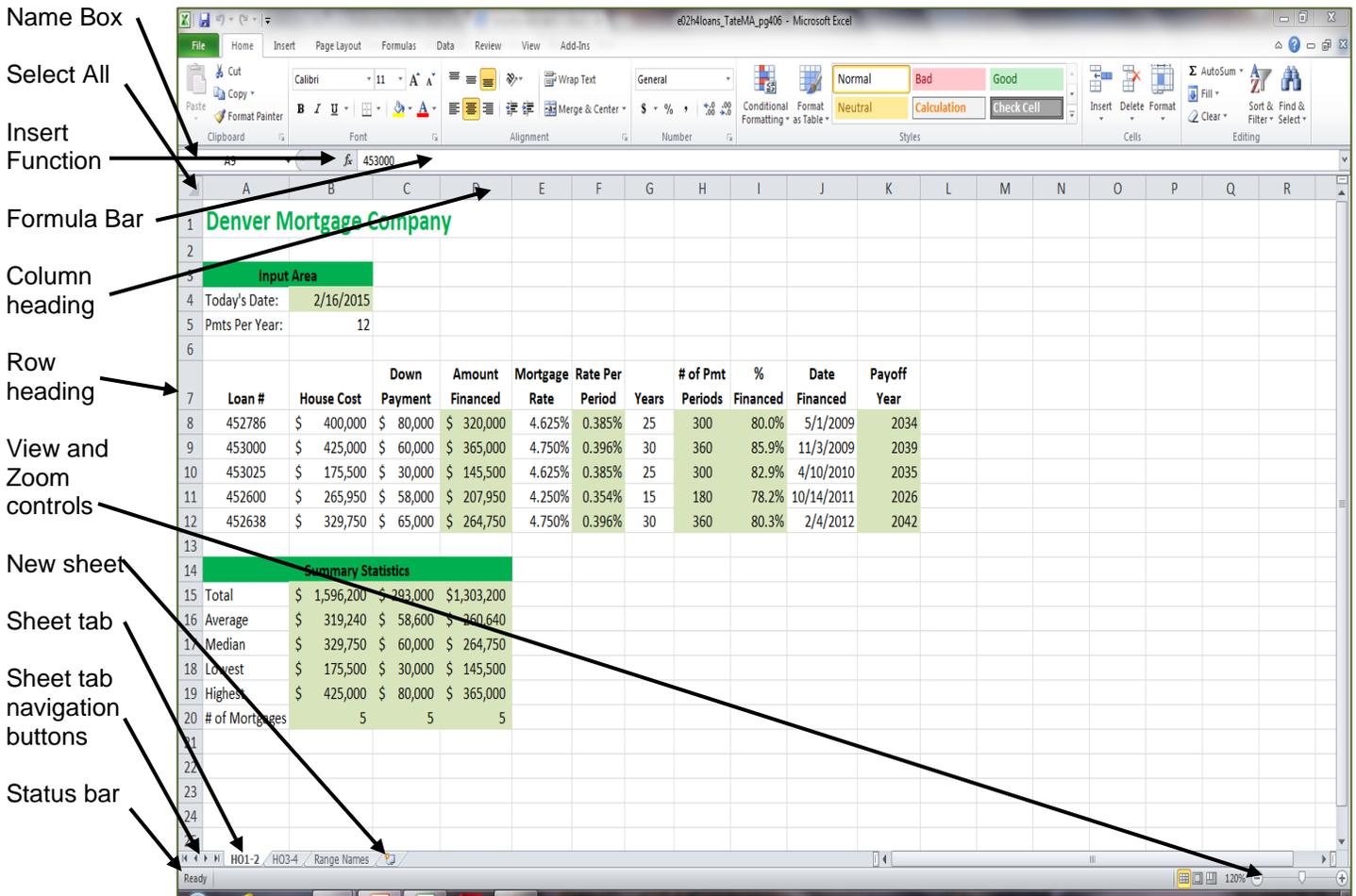Sheet tabs: HO1-2 / HO3-4 / Range Names

Excel Elements

Element	Description
Name Box	Displays the address of the current cell in the worksheet. Use the *Name Box* to go to a cell, assign a name to one or more cells, or select a function.
Cancel	Click *Cancel* to cancel the data entry or edit and revert back to the previous data in the cell, if any. The *Cancel* icon changes from gray to red when you position the mouse pointer over it.
Enter	Click *Enter* to accept data typed in the active cell and keep the current cell active. The *Enter* icon changes from gray to blue when you position the mouse pointer over it.
Insert Function	Click to display the *Insert Function* dialog box to search for and select a function to insert into the active cell. The *Insert Function* icon changes from gray to green when you position the mouse.
Formula Bar	The *Formula Bar* shows the contents of the active cell. You can enter or edit cell contents here or directly in the active cell. Drag the bottom border of the *Formula Bar* down to increase the height of the *Formula Bar* to display large amounts of data or a long formula contained in the active cell.
Select All	The triangle at the intersection of the row and column headings in the top-left corner of the worksheet. Click it to select everything contained in the active worksheet.
Column headings	The letters above the columns (e.g., A, B, C, D)
Row headings	The numbers to the left of the rows (e.g., 1, 2, 3, 4)
Active cell	The current cell. The current cell is surrounded by a dark green border.
Sheet tab	Shows the name of worksheet contained in the workbook. When you create a new Excel workbook, the default worksheet is named *Sheet 1*.
New sheet	Inserts a new worksheet to the right of the current worksheet.
Sheet tab navigation buttons	If your workbook contains several worksheets, use the navigation buttons to display the first, previous, next, or last worksheet.

Source: Mulbery, Keith, Lynn Hogan, Amy Rutledge, Cynthia Krebs, Eric Cameron, Alan Evans, and Rebecca Lawson. "Table 1.1. Excel Elements," in Vol. 1, *Microsoft Office 2013.* Edited by Mary Anne Poatsy. Boston, MA: Pearson, 2014, p. 375.