

LESSON

5

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
Arrange	To organize more than one window on the screen at the same time.	345
Footer	Text that appears at the bottom of the printed page.	350
Freeze	To keep headings in place while you scroll through a worksheet.	344
Header	Text that appears at the top of the printed page.	350
Landscape	The orientation of a worksheet that is wider than it is tall.	348
Margin	The amount of space between the text and the edge of the page.	352
Page break	The place where one printed page ends and the next begins.	351
Page orientation	The direction that a worksheet prints on a page. Orientation can be either landscape or portrait.	348
Portrait	The orientation of a worksheet that is taller than it is wide.	348
Print area	The part of a worksheet that prints.	349
Split	To divide a window into two panes that you can scroll independently.	344
Template	A workbook that can be used as the basis of other workbooks.	340

Tech Tip

If you are connected to the Internet, you can find many Excel templates at Microsoft Templates Online. In the **New Workbook** task pane, click **Templates** on Office Online.

Tech Tip

If your window is split into two panes, you can double-click any part of the split bar that divides the panes to restore the window.