



TUTORIAL ON TERMS

WORKBOOK, WORKSHEET, TAB & SPREADSHEET

WORKBOOK

This is a Microsoft Excel term that refers to a collection of one or more **Worksheets**. The number of **Worksheets** in one **Workbook** is limited by the memory in your device and your imagination. A **Workbook** is sometimes casually referred to as a **Spreadsheet**, especially when it was created in an App other than Excel.

WORKSHEET

A Microsoft **Worksheet** is also sometimes referred to as a **Spreadsheet**, especially when a **Workbook** contains only one **Worksheet**.

Each **Worksheet** is unique and is identified in the **Workbook** by the **TAB** at the bottom of the screen and typically has a label like 'ALL DATA ENTRY' or "MEAL COUPONS" that describes its function. **Worksheets** can be connected together by formulas that copy data from cells in one **Worksheet** to another **Worksheet**. Our **Spreadsheets** make extensive use of this feature. A **Worksheet** formula in one **Workbook** can also reference data on a **Worksheet** in a different **Workbook** (but this gets tricky to manage, and is not common).

Each **Worksheet** contains approximately 17 Billion cells! Yes, that Billions with a B! (1,048,576 rows X 16,384 columns). Each cell in a **Worksheet** can contain up to 32,767 characters. I didn't do the math, but that may be more characters in one **Worksheet** than dollars in the National debt?

TAB

When you open a **Workbook** in the Excel App you will see a row across the bottom that looks much like the **tabs** on folders you might see in a filing cabinet drawer. Each **Tab** is a **Worksheet** unique to that **Workbook**. In our **Workbooks** these **Tabs** are linked together by formulas, making the **Workbook** a complete system for managing things like Social & Theater Events, Golf Handicaps, Financial reports, Membership Data, etc.

SPREADSHEET

This is general term that is casually & loosely applied to just about anything that looks like a [worksheet](#), or a [workbook](#). It also can be used to describe the software. For example, we talk about Excel being the Microsoft [Spreadsheet](#) App. There are a number of these Apps. Apple has the Numbers App & Google has the Sheets App. They all serve the same general purpose, but vary significantly in size (capacity), functionality, appearance, etc. There are generally provisions to create a [spreadsheet](#) in one App and then move it to another App, with some loss of features, functionality and format.

[Spreadsheets](#) were first introduced in the late 1970's. Microsoft Excel was launched in 1985. The Excel [Spreadsheets](#) available on our websites are compatible with all versions of Excel from 1985 to date.

If you'd like to know more, just Google '[Spreadsheets](#)'.

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