Microsoft Office 2003

Concepts and Techniques

EXCEL 2003

PROJECT THREE

WHAT-IF ANALYSIS, CHARTING, AND WORKING WITH LARGE WORKSHEETS

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
assumptions (EX 146)	Values in cells that you can change to determine new values for formulas.	I don't normally use this.
Office Clipboard (EX 157)	Special place in the computers memory that allows you to collect text and graphic items.	I sometimes use this
drag and drop (EX 159)	Using the mouse to move or copy cells.	I always use this.
#REF! (EX 162)	Error indicating cell reference error	I don't know what this is.
freeze the titles (EX 163)	When Excel displays the titles on the screen, no matter how far down to the right you scroll.	I have used this a couple times
date stamp (EX 165)	Shows the date a workbook, report, or other document was created or the period it represents.	I don't know what this is.
NOW function (EX 165)	One of the14 date and time functions available in Excel.	I use this sometimes
absolute cell reference (EX 168)	Instructs Excel to keep the cell reference.	Not sure what this is.
mixed cell reference (EX 168)	A cell reference with only one dollar sign before either the column or the row	I have used this a little.

relative cell reference (EX 168)	Instructs Excel to adjust the cell reference as it copies it to the destination area.	I know how to do this.
IF function (EX 171)	Useful when you want to assign a value to a cell based on a logical test.	I use this sometimes.
nested IF function (EX 176)	the action to be taken for the true or false case includes yet another IF function.	I don't really use this.
Drawing toolbar (EX 181)	Provides tools.	I don't normally use this.
floating toolbar (EX 182)	Displayed in its own window and can be moved anywhere in the Excel window.	I know what this is.
toolbar dock (EX 182)	If you drag the toolbar close to the edge of the window, Excel positions the toolbar here.	I do this sometimes.
category names (EX 187)	Ranges to chart nonadjacent ranges.	I don't use this.
chart sheet (EX 187)	Pie chart resides on a separate sheet.	I sometimes use this on a project..
data series (EX 187)	Contains data that determines the size of the slices in the pie.	I have seen this sometimes.
exploded Pie chart (EX 187)	A Pie chart with one or more slices offset.	I don't see this often.
Pie chart (EX 187)	Used to show the relationship or proportion of parts to whole.	I use this.
offsetting (EX 194)	Exploding	I don't know what this is.
horizontal split bar (EX 204)	Going across the middle of the window.	I don't use this.
sensitivity analysis (EX 204)	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell.	I don't know what this is.
vertical split bar (EX 204)	Bar going up and down middle of the window.	I don't use this.
what-if analysis (EX 204)	Using Excel to scrutinize	I have sometimes used this.

	the impact of changing values in cells that are referenced by a formula in another cell.	
goal seeking (EX 206)	Determines the value of a cell on which the formula depends.	I don't use this.