

Microsoft Office Excel 2007

Chapter One: Creating a Worksheet and an Embedded Chart

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
requirements document (EX 3)	Source of data	
column heading (EX 7)	Identifies each column	
row heading (EX 7)	Identifies each row	
sheet tab (EX 7)	Sheet name that appears at bottom of the worksheet	
workbook (EX 7)	Like a notebook	
worksheet (EX 7)	Sheets inside the workbook	
active cell (EX 8)	Where you enter your data	
cell (EX 8)	Basic unit for Microsoft Excel	
cell reference (EX 8)	Coordinates of the intersection of a column or row	
gridlines (EX 8)	Horizontal and vertical lines	
Enter (EX 9)	Accepting the data	
group (EX 9)	Contains related commands	
keyboard indicators (EX 9)	Show which toggle keys are engaged	
mode indicators (EX 9)	Enter and Ready	
normal view (EX 9)	The basic view of Excel	
Ready (EX 9)	Tells the Excel program when you are ready to begin	
Ribbon (EX 9)	Control center at the top of the page	
scroll arrows (EX 9)	You can move the worksheet window around	
scroll bars (EX 9)	You can move the worksheet window around	
scroll boxes (EX 9)	You can move the worksheet window around	
status bar (EX 9)	Presents information about the worksheet	
tab (EX 9)	Surrounds a collection of groups	

tab split box (EX 9)	To increase or decrease the size of the worksheet	
worksheet window (EX 9)	Where you display a portion of the worksheet	
active tab (EX 10)	The tab currently displayed	
contextual tabs (EX 10)	Other tabs	
gallery (EX 10)	Set of choices	
Home tab (EX 10)	The tab that brings you to your home page	
in-Ribbon (EX 10)	Shows common galleries choices	
live preview (EX 10)	To see a gallery's effects	
Ribbon commands (EX 10)	Include buttons, boxes, and galleries	
dialog box (EX 11)	Contains additional commands	
Dialog Box Launcher (EX 11)	Used when clicked on	
Enhanced ScreenTip (EX 11)	On-screen note that provides the name of the command	
ScreenTip (EX 11)	Displays only name of command	
task pane (EX 11)	A WINDOW that contains additional commands	
formula bar (EX 12)	As you type Excel displays a formula bar	
Mini toolbar (EX 12)	Commands containing the changing of appearance	
Name box (EX 12)	Is on the left of the formula bar	
shortcut menu (EX 12)	A list of frequently used commands	
Quick Access Toolbar (EX 13)	Provides easy access to frequently used commands	
menu (EX 14)	Contains a list of commands	
Office Button (EX 14)	Central location	
submenu (EX 14)	Commands associated with additional commands	
Key Tip (EX 15)	A code	
Key Tip badge (EX 15)	A code	
text (EX 15)	The letters in the document	
to select a cell (EX 15)	Click on the cell	
Cancel box (EX 17)	Right click on the box and press cancel	
Enter box (EX 17)	Press enter	

insertion point (EX 17)	The point where the mouse is currently	
left-aligned (EX 18)	The text will be on the left side	
AutoCorrect feature (EX 19)	Corrects mistakes for you on the way	
number (EX 22)	123.. ect.	
range (EX 24)	A series of two or more adjacent cells	
SUM function (EX 24)	Adding all the numbers in each row or column	
copy area (EX 27)	Where you can take information and paste it	
destination area (EX 27)	Where you want the information to be	
fill handle (EX 27)	Small black square	
paste area (EX 27)	Where you want the information	
relative reference (EX 27)	A reference that is relative to be	
source area (EX 27)	Where you find the information	
file (EX 29)	A saved workbook	
file name (EX 29)	Name assigned to a file	
folder (EX 30)	Where documents can be stored	
Favorite Links section (EX 31)	Where your favorite links are	
format (EX 33)	Type of way a document is stored	
font color (EX 34)	The color of text	
font size (EX 34)	The size of text	
font style (EX 34)	The style of text	
font type (EX 34)	The type of text	
point size (EX 34)	The size of text	
theme (EX 37)	The style of text	
bold (EX 38)	Makes text darker	
merging cells (EX 40)	Joins two adjacent cells together	
splitting a merged cell (EX 41)	Dividing two adjacent cells	
embedded chart (EX 49)	Drawn on same worksheet as data	
value axis (EX 50)	The scale along the vertical access	

y-axis (EX 50)	The scale along the vertical axis	
category axis (EX 52)	The scale along the horizontal axis	
x-axis (EX 52)	The scale along the horizontal axis	
snaps (EX 53)	Hold down ALT	
automatically updated properties (EX 54)	Updates properties automatically as you go	
document properties (EX 54)	The description of a property	
keywords (EX 54)	The key words in your cells	
legend (EX 54)	Identifies colors	
metadata (EX 54)	Document properties	
standard properties (EX 54)	Are associated with all Microsoft Office documents	
Document Information Panel (EX 55)	Contains areas where you enter document properties	
hard copy (EX 57)	The rough draft	
printout (EX 57)	The version that it is printed in	
AutoCalculate area (EX 62)	Calculates automatically according to rows and columns	
Edit mode (EX 63)	Where you can edit the charts	
in-cell editing (EX 64)	Where you can edit the cells in the document	
Insert mode (EX 64)	Where you can insert pictures, ECT.	
Overtyping mode (EX 64)	Where you can edit the document	
Excel Help (EX 67)	Help that will be provided when doing the document	
Microsoft Office Excel 2007 (EX 2)	A powerful spreadsheet program that allows organization of data	