Microsoft Office Excel 2007

Chapter Two: Formulas, Functions, Formatting, and Web Queries

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
formula (EX 90)	An equation that you can put into a cell which Excel will calculate	
asterisk (EX 91)	Arithmetic operator that directs Excel to perform the multiplication operation	
order of operations (EX 92)	First negation (-) and divisions (/), then all percentages (%), then all exponentions (^), then all multiplications (*) and divisions (/), and finally, all additions (+) and subtractions (-)	
Point mode (EX 93)	Allows you to select cells for use in a formula by using the mouse	
relative cell references (EX 96)	The cell references that you adjust to relative cells	
smart tag indicator (EX 96)	Small purple triangle	
smart tags (EX 96)	Includes dates, financial symbols, people's names, and more	
arguments (EX 98)	The values you use with a function	
blank cell (EX 98)	Numerical value of 0	
AVERAGE function (EX 99)	Sums the numbers in the specified range and then divides the sum by the	

	number of nonzero cells in the range.	
MAX function (EX 101)	Displays the highest value in a range	
MIN function (EX 102)	Determines the lowest number in a range	
Range Finder (EX 106)	Checks which cells are referenced in formula assigned to the active cell	
theme (EX 107)	A predefined set of colors, fonts, chart styles, cell styles, and fill effects	
Accounting Number Format (EX 114)	Excel displays numbers with dollar signs	
Comma style format (EX 114)	Excels displays numbers with commas and no dollar signs	
floating dollar sign (EX 114)	Appears immediately to the left of the first digit with no spaces	
condition (EX 118)	True or false for each cell	
conditional formatting (EX 118)	Appears only when the value in a cell meets conditions that you specify	
best fit (EX 122)	Means the width of the column will be increased or decreased so the widest entry will fit in the column	
hiding cells (EX 122)	A technique you can use to hide data that might not be relevant to a particular report or sensitive data that you do not want others to see	
pixel (EX 122)	A dot on the screen that contains a color	
spell checker (EX 127)	Checks the spelling as well as grammar in a Workbook	
landscape orientation (EX 129)	Across the length of the	

	page	
Normal View (EX 129)	Default view	
Page Layout View (EX 129)	Create or modify a worksheet	
portrait orientation (EX 129)	Across the width of the page	
previewing the worksheet (EX 132)	See exactly how the document will look without generating a printout	

debugging (EX 135)	Process of finding and correcting errors in the worksheet	
formulas version (EX 135)	Shows the actual formulas you have entered	
values version (EX 135)	Shows the results of the formulas you have entered	
Web query (EX 137)	How you can import data to a website	
e-mail (EX 142)	Electronic mail	
function (EX 82, EX 98)	Takes values, performs an operation, and returns a result to the cell	
equal sign (EX 91)	Alerts Excel that that you are entering a formula	
fixed dollar sign (EX 114)	To the far left in the cell, often with spaces between it and the first digit	