

Microsoft Office Excel 2007

Chapter Three: What-If Analysis, Charting, and Working with Large Worksheets

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
#REF! (EX 180)	Error message- cell reference error	
Office Clipboard (EX 174)	A reserved place that allows you to collect text and graphic items	
drag and drop (EX 177)	Using the mouse to move or copy cells	
format symbol (EX 180)	Excel immediately displays it with its assigned format	
freeze the titles (EX 181)	Excel always displays the titles	
date stamp (EX 183)	Shows the date a workbook, report, or other document was created or the period it represents	
NOW function (EX 183)	One of 14 date and time functions in Excel	
absolute cell reference (EX 186)	Instructs a cell to keep a cell reference constant	
mixed cell reference (EX 186)	Only one dollar sign before either column or row	
relative cell reference (EX 186)	Instructs Excel to adjust the cell reference as it copies it to the destination area	
IF function (EX 189)	Useful when you want to assign a value to a cell based on a logical test	
nested IF function (EX 195)	A function in which the action to be taken for the	

	true or false case includes yet another IF function	
underline (EX 203)	Underlines only the characters in the cell, rather than the entire cell, as is the case when you assign a cell a bottom border	
category names (EX 204)	Entries into a pie chart	
chart sheet (EX 204)	Contains only the chart	
data series (EX 204)	Data that determines the size of the slices in the pie	
exploded Pie chart (EX 204)	A chart with one or more slices offset	
Pie chart (EX 204)	Shows the relationship of parts to a whole	
offsetting (EX 213)	Exploding it from the rest of the slices to that it stands out.	
sensitivity analysis (EX 213)	Analyzes how sensitive the chart is.	
what-if analysis (EX 223)	Scrutinize the impact of changing values in cells that are referenced by a formula in another cell	
goal seeking (EX 225)	Determine the value of a cell on which the formula depends.	