

# Microsoft Office 2003 Concepts and Techniques

## EXCEL 2003

### PROJECT TWO

# FORMULAS, FUNCTIONS, FORMATTING, AND WEB QUERIES

## KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
formula (EX 73)	An equation manually put in and calculated by Excel	I never use Excel, but I use formulas while doing math.
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	Again, although I use this in my daily life, I never use in in Excel.
order of operations (EX 74)	Moving from left to right in a formula	I've never heard of this in a spreadsheet.
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	This is helpful because you don't have to manually type cell names.
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	This make the spreadsheet look neater.
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I have never used these/
blank cell (EX 80)	Has a numerical value of zero	This is random.
arguments (EX 81)	The values that you use with a function	These allow you to insert functions.
AVERAGE function (EX 81)	Sums the numbers in a specified range and then divides the sum	This is useful to me went I want to find the average of numbers.

	by the number of non-zero cells in the range	
function (EX 81)	Takes a value or values, performs an operation, and returns a result to the cell	This allows you to automatically insert formulas
MAX function (EX 82)	Displays the highest value in a range	I have never used this function
MIN function (EX 84)	Displays the lowest value in a range	I have never used this function
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I had never used this before
comma style format (EX 98)	Inserts a comma every three positions to the left of a decimal point and causes numbers to be displayed to the nearest hundredths	This helps keep a worksheet organized.
currency style format (EX 98)	Displays numbers with a dollar sign to the left of the number, inserts a comma every three positions to the left of the decimal point, and displays numbers to the nearest cent	I have never used this format before this project.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I have never heard of this
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I didn't know the difference between this and the floating dollar sign.
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I had never heard of this before

best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	This makes the document look neat.
character (EX 107)	A letter, number, symbol, or punctuation mark	I have used characters before.
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	This does not have much to do with the Excel project...
hiding cells (EX 109)	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	This can help make a document less confusing while entering information.
spell checker (EX 111)	Used to check the worksheet for spelling errors	This helps you edit your work.
landscape orientation (EX 113)	The printout is printed across the length of the page	This can help to fit a spreadsheet on one piece of paper.
portrait orientation (EX 113)	The printout is printed across the width of the page	This may also help to fit a spreadsheet on one page.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	This helps me know what my document will look like printed out.
debugging (EX 118)	The process of finding and correcting errors in the worksheet	This helps to edit your worksheet.
formulas version (EX 118)	shows the actual formulas you have entered	This helps you organize and enter information.
values version (EX 118)	Shows the results of the formulas you have entered	This helps see your calculated numbers.
Web query (EX 120)	Imports the external data in the form of a worksheet	I have never made a web query before.
e-mail (EX 125)	Electronic	I use this all of the time to communicate with

	transmission of messages and files to and from other computers using the Internet	friends, family, and teachers.
--	---	--------------------------------