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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.	Used commonly in spreadsheets.
Office Clipboard (EX 157)	Used to complete advanced copy, paste, and cut operations.	Used in all Word, Excel, Powerpoint, and Publisher documents.
drag and drop (EX 159)	Used to move data in a spreadsheet.	Used to easily and quickly move information.
#REF! (EX 162)	An error message indicating a reference error.	Commonly created when initially drafting complex formulas.
freeze the titles (EX 163)	Excel will display row and column names no matter what page you are viewing in a spreadsheet.	Used to keep track of data when entering lots!
date stamp (EX 165)	Shows the current date and time.	Used to show the current date and time.
NOW function (EX 165)	Shows the current date and time	Used to show the current date and time.
absolute cell reference (EX 168)	Provides a reference to a specific cell.	Used when writing formulas.