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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	
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	
order of operations (EX 74)	Moving from left to right in a formula	
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	
blank cell (EX 80)	Has a numerical value of zero	
arguments (EX 81)	The values that you use with a function	
AVERAGE function (EX 81)	Sums the numbers in a specified range and then divides the sum 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	
MAX function (EX 82)	Displays the highest value in a range	
MIN function (EX 84)	Displays the lowest value in a range	
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	
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	
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	
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	
character (EX 107)	A letter, number, symbol, or punctuation mark	
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	
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	
spell checker (EX 111)	Used to check the worksheet for spelling errors	
landscape orientation (EX 113)	The printout is printed across the length of the page	
portrait orientation (EX 113)	The printout in printed across the width of the page	
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	
debugging (EX 118)	The process of finding and correcting errors in the worksheet	
formulas version (EX 118)	shows the actual formulas you have entered	
values version (EX 118)	Shows the results of the formulas you have entered	
Web query (EX 120)	Imports the external data in the form of a worksheet	
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	