

# Microsoft Office 2003

## Concepts and Techniques

### EXCEL 2003

#### PROJECT ONE

## CREATING A WORKSHEET AND EMBEDDED CHART

### KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
Web support (EX6)	Allows users to save Excel worksheets in HTML format so they can be edited online.	Used for peer editing.
chart (EX 4)	Excel can draw a variety of charts.	Used to organize data in an easy-to-interpret format.
lists (EX 4)	Organize, sort, and store data.	A starting point for a database.
requirements document (EX 5)	Includes a needs statement, source of data, summary of calculations, and other relevant information.	Provides a brief summary of the workbook or worksheet for the reader.
Language bar (EX 8)	A toolbar with buttons allowing dictation of text.	Used when speaking to the computer.
task pane (EX 8)	Separate window that enables users to carry out common Excel tasks efficiently.	Used to quickly access the help database or new document window, etc.
workbook (EX 9)	Similar to a notebook.	Used to organize data.
worksheet (EX 9)	Found inside a notebook.	Used to organize data within a workbook.
cell (EX 10)	Basic unit of a worksheet into which you enter data.	The fields in which data is entered.
column heading (EX 10)	Column letter above the grid.	Used to quickly identify each column effectively.
row heading (EX 10)	Letter that identifies each row.	Used to quickly identify each row effectively.
sheet tab (EX 10)	Name of each sheet, appears at bottom of screen.	Used to quickly identify each sheet effectively.

active cell (EX 11)	The cell in which you can enter data.	Active cell outlined with black border.
cell reference (EX 11)	Unique address that represents the intersection of a column and row.	Used to quickly identify specific cells.
gridlines (EX 11)	Horizontal and vertical lines which form cells.	Used to separate cells and form a worksheet.
menu (EX 11)	List of commands.	Used to perform a command.
menu bar (EX 11)	Special toolbar that includes the menu names.	Used to quickly perform menu actions.
menu name (EX 11)	Represents a menu.	Classifies different menus.
scroll arrows (EX 11)	Used to adjust the placement of the page on the user's screen.	Used when scrolling up or down.
scroll bars (EX 11)	Used to adjust the placement of the page on the user's screen.	Used when scrolling up or down.
scroll boxes (EX 11)	Used to move the worksheet window.	Used when scrolling.
submenu (EX 11)	Found within a menu.	Used when performing other commands.
tab split box (EX 11)	Increases or decreases the view of the sheet tabs.	Used to add or remove sheets from a workbook.
worksheet window (EX 11)	Allows you to view a portion of the worksheet.	Used to view the worksheet.
dimmed command (EX 12)	Unavailable for selection.	A command that is not active.
full menu (EX 12)	Lists all of the commands associated with a menu.	Used to select a command.
hidden command (EX 12)	The commands that do not appear on short menus.	Used to select hidden commands.
short menu (EX 12)	A list of commands that appears initially when a menu is selected.	Used to select common commands.
move handle (EX 13)	Used to move a toolbar.	Used to move a toolbar.
ScreenTip (EX 13)	Shows a helpful hint when hovering the mouse over a command.	Used to help discover what a command will engage.
Enter mode (EX 14)	Used when entering text.	Used while inputting data.
formula bar (EX 14)	Used to enter formulas.	Used when entering formulas into a worksheet.
mode indicators (EX 14)	Appear on the status bar	Used to quickly understand

	and signify Excel's current mode.	what mode Excel is operating.
Ready mode (EX 14)	Excel is ready to accept a command or data.	The mode Excel must be operating in to accept data.
status bar (EX 14)	Displays a brief description of the command selected.	
closed (Language bar status) (EX 15)		
hidden (Language bar status) (EX 15)		
keyboard indicators (EX 15)		
Office Speech Recognition software (EX 15)		
selecting (EX 16)		
speech playback (EX 16)		
text (EX 16)		
AutoCorrect feature (EX 18)		
Cancel box (EX 18)		
Enter box (EX 18)		
insertion point (EX 18)		
left-aligned (EX 18)		
number (EX 21)		
range (EX 23)		
SUM function (EX 23)		
copy area (EX 25)		
destination area (EX 25)		
fill handle (EX 25)		

paste area (EX 25)		
relative reference (EX 25)		
source area (EX 25)		
see-through view (EX 26)		
font color (EX 28) font size (EX 28)		
font style (EX 28)		
font type (EX 28)		
formatting (EX 28)		
point size (EX 28)		
bold (EX 30)		
merging cells (EX 32)		
splitting a merged cell (EX 33)		
autoformat (EX 34)		
chart location (EX 38)		
embedded chart (EX 38) value axis (EX 38)		
value axis (EX 38)		
y-axis (EX 38)		
category axis (EX 41)		
default chart type (EX 41)		
legend (EX 41)		
x-axis (EX 41)		

.xls (EX 43)		
file (EX 43)		
backup copy (EX 44)		
Case		
case-sensitive (EX 44)		
hard copy (EX 44) printout (EX 44)		
print area (EX 45)		
AutoCalculate area (EX 48)		
Edit mode (EX 50)		
in-cell editing (EX 50)		
Insert mode (EX 51)		
Overtyping mode (EX 51)		
clear (EX 52)		
Excel Help system (EX 53)		