

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)	It allows users to save Excel worksheets or parts of a worksheet.	I use this for supports for my worksheets.
chart (EX 4)	Excel can draw a variety of charts.	I organize my data with this on excel.
lists (EX 4)	Lists organize and store data.	I have never used this before, but I will.
requirements document (EX 5)	It includes a needs statement, source of data, summary of calculations, and any other special requirements.	I haven't used this before, but now I no what it is and will try to use it.
Language bar (EX 8)	Contains buttons that allow you to speak commands and dictate text.	I have never tried to use this before.
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks.	I use this to carry out some tasks.
workbook (EX 9)	It is like a notebook.	I use this to keep my notes for projects.
worksheet (EX 9)	Inside the workbook are sheets, called this.	I use this to store some of my thoughts.
cell (EX 10)	That basic unit of a worksheet in which you enter data.	I use this to enter my data.
column heading (EX 10)	A row number on the left side of the grid.	I use this to organize the cells in my data.
row heading (EX 10)	It identifies each row.	I use this to also organize my data.
sheet tab (EX 10)	At the bottom of the	I have never used this.

	workbook is this.	
active cell (EX 11)	The one into which you can enter data.	I enter my data in at this.
cell reference (EX 11)	It is the coordinates of the intersection of a column and a row.	I have never used this when I use excel.
gridlines (EX 11)	The horizontal and vertical lines on the worksheet itself.	I don't use these.
menu (EX 11)	It is a list of commands that you can use to retrieve data.	I use this to carry out my commands to get data.
menu bar (EX 11)	A special toolbar that includes the menu names.	I haven't used this before.
menu name (EX 11)	It represents a menu.	I have not tried to use this yet.
scroll arrows (EX 11)	You can use to move the worksheet window around to view different parts.	I use this to scroll down.
submenu (EX 11)	It is where you can choose a command.	I use this to pick commands.
tab split box (EX 11)	To increase or decrease the view of the view of the sheet tabs.	I have not used this yet, but I will.
worksheet window (EX 11)	To view the portion of the worksheet displayed on the screen you use this.	I use this to view a portion of the worksheet.
dimmed command (EX 12)	Appears gray instead of black because it is not available.	I hate this because I can't use this command.
full menu (EX 12)	It lists all of the commands associated with a menu.	I use this to see all the commands.
hidden command (EX 12)	It doesn't appear on a short menu.	I have to scroll down to use this.
short menu (EX 12)	It lists the most recently used commands.	This is really helpful.
move handle (EX 13)	It is on the left of each toolbar.	I use this to move things on my document.
ScreenTip (EX 13)	Excel displays the name of the button below it in this.	This is very helpful to me.
Enter mode (EX 14)	Excel is in the process of accepting data through the keyboard into the active cell.	I haven't used this before.
formula bar (EX 14)	Excel displays the entry in this.	I don't use this, but I will when I get home.
mode indicators (EX 14)	Appear on the status bar	I haven't used this yet.

	and specify the current mode of Excel.	
Ready mode (EX 14)	Excel is ready to accept the next command.	I use this to accept the enw command.
status bar (EX 14)	Displays a brief description of the command selected.	I use this to see a brief description.
closed (Language bar status) (EX 15)	It is hidden permanently until I enable it.	I haven't used this.
selecting (EX 16)	To use the mouse to move the block plus sign mouse pointer to the cell and then click	I use this to select multiple cells.
speech playback (EX 16)	It instructs the computer to read a worksheet to you.	I haven't used this yet.
text (EX 16)	It is used to place titles, column titles, and row titles.	I haven't used this either.
AutoCorrect feature (EX 18)	Excel works behind the scenes, correction common mistakes when you complete a text entry in a cell.	I haven't seen this used before.
Cancel box (EX 18)	Cancels the entry.	I haven't used this yet.
Enter box (EX 18)	Complete the entry.	I haven't tried to use this before.
insertion point (EX 18)	A blinking vertical line that indicates where the next typed character will appear.	I use this to insert things.
left-aligned (EX 18)	It means the cell entry is position at the far left in the cell.	I have never used this before.
number (EX 21)	It can contain only certain characters.	I use this for numbers in cells.
range (EX 23)	A series of two or more adjacent cells in a column or row.	I have never used this before.
fill handle (EX 25)	It is the small black square located in the lower-right corner.	I haven't used this before.
paste area (EX 25)	The range of cells receiving the copy.	I always use this to copy and paste things.
relative reference (EX 25)	Each adjusted cell reference is called this.	I have not used this before.
source area (EX 25)	The cell being copied is called this.	I use this to copy data.

see-through view (EX 26)	The heavy border indicates a selected range.	I have never tried to use this before.
font color (EX 28) font size (EX 28)	Specifies Common font styles include regular, bold, underling, or italic.	I use this to make the font more interesting.
font style (EX 28)	It indicates how the characters are formatted.	I use this to make the style more interested.
font type (EX 28)	It defines the appearance and shape of the letters and special characters.	I use this to define the appearance and shapes of letter.
merging cells (EX 32)	It involves creating a single cell by combining two or more selected cells.	I have never used this before.
splitting a merged cell (EX 33)	The opposite of merging cells.	I have never used this before.
autoformat (EX 34)	It is a built-in collection of formats such as font style.	I use this to create charts.
chart location (EX 38)	The area in the worksheet where the chart appears.	I use this to see where the location is.
embedded chart (EX 38) value axis (EX 38)	It is drawn on the same worksheet as the data.	I haven't used this.
value axis (EX 38)	It displays the scale along the vertical axis.	I use this to see the scale.
y-axis (EX 38)	It is the same thing as the value axis.	I haven't used this before.
category axis (EX 41)	It titles for the horizontal axis.	I haven't used this before.
default chart type (EX 41)	It is the chart Excel draws if you click the Finish button in the first Wizard dialog box.	I use this when I don't want to go in to detail.
legend (EX 41)	The small box to the right of the column chart contains this.	I use this to identify colors.
x-axis (EX 41)	It is the chart range as the titles for the horizontal axis.	I have not used this before.
.xls (EX 43)	Excel automatically appends the extension.	I have never tried to use this before.
file (EX 43)	A saved workbook is referred to it.	I always use this.
backup copy (EX 44)	It means that each time you save a workbook, excel copies the current version of the workbook.	I have never used this before.

Case		
case-sensitive (EX 44)	A password is case-sensitive and can be up to 15 characters long.	It protects my password from being stolen.
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet is called this.	I use this to hand in to my teachers.
print area (EX 45)	The range of cells you choose to print is called this.	I have not used this before.
AutoCalculate area (EX 48)	It is the total or average of data.	I use this to calculate my numbers.
Edit mode (EX 50)	Double-clicking the cell containing the error to switch Excel to edit mode.	I have not tried to use this before.
in-cell editing (EX 50)	With Excel in Edit mode, you can edit the contents directly in the cell.	I have not used this before.
Insert mode (EX 51)	It is as you type a character and excel inserts the character.	I like this mode because I don't have to type the whole word.
Overtyping mode (EX 51)	Excel overtypes or replaces characters.	This mode is really annoying because it overtypes my work when I am not paying attention
clear (EX 52)	The clear command clears all of the information.	I have never used this.
Excel Help system (EX 53)	At any time while you are using Excel, you can get answers to questions using this.	This is very helpful and answers all of my questions.