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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	I use this to find out answers to equations
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I use this when I make formulas
order of operations (EX 74)	Moving from left to right in a formula	I use this when calculating data
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I use this when calculating data
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I use this when I need a smart tag
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I use this sometimes
blank cell (EX 80)	Has a numerical value of zero	I use this when I don't need something in a cell
arguments (EX 81)	The values that you use with a function	I use this when I use 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	I use this when I need to find the average of a group of numbers
function (EX 81)	Takes a value or values, performs an operation, and	I use this when I need to add, subtract, multiply, etc.

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I use this sometimes
MIN function (EX 84)	Displays the lowest value in a range	I use this sometimes
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I don't use this often
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	I use this when dealing with currency
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 use this when dealing with currency
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I use this when dealing with currency
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I use this when importing currency data
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I use this sometimes
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	I use this sometimes
character (EX 107)	A letter, number, symbol, or punctuation mark	I use this all the time
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I use this often
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	I do not use this often

spell checker (EX 111)	Used to check the worksheet for spelling errors	I use this when making any type of document
landscape orientation (EX 113)	The printout is printed across the length of the page	I use this when making excel documents
portrait orientation (EX 113)	The printout is printed across the width of the page	I use this when making word documents
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I use this before printing
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I use this when creating documents.
formulas version (EX 118)	shows the actual formulas you have entered	I use this when I use excel
values version (EX 118)	Shows the results of the formulas you have entered	I don't usually use this
Web query (EX 120)	Imports the external data in the form of a worksheet	I use this sometimes
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I use this all the time