

# 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)	This is where you are allows you to save to Excel in the HTML format.	I have never used this.
chart (EX 4)	Excel can draw a variety of charts.	I have used this.
lists (EX 4)	This is where Excel sorts the data into an organized fashion.	I have used this.
requirements document (EX 5)	Includes a needs statement, source of data, summary of calculations, and any other special requirements document for the worksheet, such as charting and Web support.	I have never used this.
Language bar (EX 8)	Contains buttons that allow you to speak commands and dictate text.	I have never used this.
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks more efficiently.	I have used this.
workbook (EX 9)	This is like a notebook.	I have used this.
worksheet (EX 9)	Sheets of the workbook.	I have used this.
cell (EX 10)	The basic unit of a worksheet into which you enter data.	I have used this.
column heading (EX 10)	A column letter above the	I have used this.

	grid.	
row heading (EX 10)	A row number on the left side of the grid.	I have used this.
sheet tab (EX 10)	Each worksheet has a sheet name that appears at the bottom of the workbook.	I have used this.
active cell (EX 11)	The one into which you can enter data.	I have used this.
cell reference (EX 11)	The coordinates of the intersection of a column and a row.	I have used this.
gridlines (EX 11)	The horizontal and vertical lines on the worksheet.	I have used this.
menu (EX 11)	A list of commands that you can use to retrieve, store, print, and manipulate data on the worksheet.	I have used this.
menu bar (EX 11)	A special toolbar that includes the menu names.	I have used this.
menu name (EX 11)	Each one represents a menu.	I have used this.
scroll arrows (EX 11)	Allows you to move the worksheet window around to view different parts of the active worksheet.	I have used this.
scroll bars (EX 11)	Allows you to move the worksheet window around to view different parts of the active worksheet.	I have used this.
scroll boxes (EX 11)	Allows you to move the worksheet window around to view different parts of the active worksheet.	I have used this.
submenu (EX 11)	This appears if you point to a menu command with an arrow to its right from which you can choose a command.	I have used this.
tab split box (EX 11)	Allows you to increase or decrease the view of the sheet tabs.	I have used this.
worksheet window (EX 11)	The view of the portion of the worksheet displayed on the screen.	I have used this.
dimmed command (EX 12)	Appears gray, or dimmed, instead of black, which	I have used this.

	indicates it is not available for the current selection.	
full menu (EX 12)	Lists all of the commands associated with a menu.	I have used this.
hidden command (EX 12)	A command with a medium blue shading to the left of it on a full menu because it does not appear on a short menu.	I have used this.
short menu (EX 12)	Listing the most recently used commands.	I have used this.
move handle (EX 13)	You can display all the buttons on either toolbar by double-clicking on the left of each toolbar.	I have used this.
ScreenTip (EX 13)	When you move the mouse pointer over a button or box, Excel displays the name of the button or box below it.	I have not used this.
Enter mode (EX 14)	Excel is in the process of accepting data through the keyboard into the active cell.	I have not used this.
formula bar (EX 14)	As you type, Excel displays the entry.	I have used this.
mode indicators (EX 14)	Appear on the status bar and specify the current mode of Excel.	I have not used this.
Ready mode (EX 14)	Excel is ready to accept the next command or data entry.	I have not used this.
status bar (EX 14)	Displays a brief description of the command selected (highlighted) on a menu, the function of the button the mouse pointer is pointing to, or the mode of Excel.	I have not used this.
closed (Language bar status) (EX 15)	It is hidden permanently until you enable it.	I have not used this.
hidden (Language bar status) (EX 15)	You do not see it on the screen but it will be displayed the next time you start your computer.	I have not used this.
keyboard indicators (EX	Such as CAPS (Caps Lock),	I have used these.

15)	NUM (Num Lock), and SCRL (Scroll), show which keys are engaged.	
Office Speech Recognition software (EX 15)	With a microphone, you can speak the names of toolbar buttons, menus, menu commands, list items, alerts, and dialog box controls, such as OK and Cancel.	I have not used this.
selecting (EX 16)	The easiest way is to use the mouse to move the block plus sign mouse pointer to the cell and then click.	I have used this.
speech playback (EX 16)	You can use this function of Excel to instruct the computer to read a worksheet to you.	I have never used this.
text (EX 16)	Used to place titles, such as worksheet titles, column titles, and row titles, on the worksheet.	I have used this.
AutoCorrect feature (EX 18)	Works behind the scenes, correcting common mistakes when you complete a text entry in a cell.	I have used this.
Cancel box (EX 18)	Cancels the entry.	I have used this.
Enter box (EX 18)	Completes the entry.	I have used this.
insertion point (EX 18)	A blinking vertical line that indicates where the next typed character will appear.	I have used this.
left-aligned (EX 18)	The cell entry is positioned at the far left in the cell.	I have used this.
number (EX 21)	Can only contain certain characters.	I have used this.
range (EX 23)	A series of two or more adjacent cells in a column or row or a rectangular group of cells.	I have used this.
SUM function (EX 23)	Adds all the numbers in a range of cells, provides a convenient means to accomplish this task.	I have used this.
copy area (EX 25)	The cell being copied.	I have used this.

destination area (EX 25)	The range of cells receiving the copy.	I have used this.
fill handle (EX 25)	The small black square located in the lower-right corner of the heavy border around the active cell.	I have used this.
paste area (EX 25)	The range of cells receiving the copy.	I have used this.
relative reference (EX 25)	Each adjusted cell reference.	I have not used this.
source area (EX 25)	The cell being copied.	I have used this.
see-through view (EX 26)	The heavy border and the transparent blue background indicates a selected range.	I have used this.
font color (EX 28) font size (EX 28)	The font color defines the color of the characters. The font size specifies size of the characters on the screen.	I have used this. I have used this.
font style (EX 28)	Indicates how the characters are formatted.	I have used this.
font type (EX 28)	Defines the appearance and shape of the letters, numbers, and special characters.	I have used this.
formatting (EX 28)	To emphasize certain entries and make the worksheet easier to read and understand.	I have used this.
point size (EX 28)	Tells how high the point is.	I have not used this.
bold (EX 30)	To emphasize it or make it stand out from the rest of the worksheet.	I have used this.
merging cells (EX 32)	Involves creating a single cell by combining the body of the worksheet.	I have used this.
splitting a merged cell (EX 33)	After you have merged multiple cells to create one merged cell, you can unmerge, or split, the merged cell to display the original cells on the worksheet.	I have used this.
autoformat (EX 34)	A built-in collection of	I have used this.

	formats such as font style, font color, borders, and alignment, which you can apply to a range of cells.	
chart location (EX 38)	The area on the worksheet where the chart appears.	I have used this.
embedded chart (EX 38)	It is drawn on the same worksheet as the data.	I have used this.
value axis (EX 38)	Excel derives the chart scale based on the values in the worksheet and then displays the scale along the vertical axis.	I have used this.
y-axis (EX 38)	Excel derives the chart scale based on the values in the worksheet and then displays the scale along the vertical axis.	I have used this.
category axis (EX 41)	Excel automatically selects the entries in the topmost row of the chart range as the titles for the horizontal axis.	I have used this.
default chart type (EX 41)	The chart Excel draws if you click the Finish button in the first Chart Wizard dialog box.	I have used this.
legend (EX 41)	Identifies the colors assigned to each bar in the chart.	I have not used this.
x-axis (EX 41)	Excel automatically selects the entries in the topmost row of the chart range as the titles for the horizontal axis.	I have used this.
.xls (EX 43)	Stands for Excel workbook.	I have used this.
file (EX 42)	A saved workbook.	I have used this.
backup copy (EX 44)	Means that each time you save a workbook, Excel copies the current version of the workbook on disk to a file with the same name, but with the words, Backup of, appended to the front of the file name.	I have not used this.

Case	Upper or lower letters.	I have used this.
case-sensitive (EX 44)	Excel can differentiate between uppercase and lowercase letters.	I have used this.
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet.	I have used this.
print area (EX 45)	The range of cells you choose to print.	I have not used this.
AutoCalculate area (EX 48)	Easily obtain a total, an average, or other information about the numbers.	I have used this.
Edit mode (EX 50)	Excel displays the active cell entry in the formula bar and a flashing insertion point in the active cell.	I have used this.
in-cell editing (EX 50)	With Excel in Edit mode, you can edit the contents directly in the cell.	I have used this.
Insert mode (EX 51)	As you type a character, Excel inserts the character and moves all characters to the right of the typed character one position to the right.	I have used this.
Overtyping mode (EX 51)	Excel overtypes, or replaces, the character to the right of the insertion point.	I have used this.
clear (EX 52)	Clears the characters written in the cell.	I have used this.
Excel Help system (EX 53)	You can get answers to questions about Excel.	I have used this.