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Microsoft Office 2003

Concepts and Techniques

EXCEL 2003

PROJECT THREE

WHAT-IF ANALYSIS, CHARTING, AND WORKING WITH LARGE WORKSHEETS

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
assumptions (EX 146)	Values in cells that you can change to determine new values for formulas.	I have not used this.
Office Clipboard (EX 157)	A special place in the computer's memory that allows you to collect text and graphic items from and Office document and then paste them into any Office document.	I have used this.
drag and drop (EX 159)	Using the mouse to move or copy cells.	I have used this.
#REF! (EX 162)	Indicates a cell reference error.	I have not seen this.
freeze the titles (EX 163)	Excel displays the titles on the screen, no matter how far down or to the right you scroll.	I have not used this.
date stamp (EX 165)	Shows the date a workbook, report, or other document was created or the period it represents.	I have used this.
NOW function (EX 165)	One of 14 date and time functions available in Excel. The NOW function returns a number that corresponds to the system date and time.	I have used this.

absolute cell reference (EX 168)	Instructs Excel to keep the cell reference constant (absolute) in the formula as it copies it to the destination area.	I have not used this.
mixed cell reference (EX 168)	A cell reference with only one dollar sign before either the column or the row.	I have not used this.
cell reference (EX 168)	A cell is referred to by its unique address which is the coordinates of the intersection of a column and a row.	I have used this.
relative cell reference (EX 11)	Instructs Excel to adjust the cell reference as it copies it to the destination area.	I have not used this.
IF function (EX 171)	Useful when you want to assign a value to a cell based on a logical test.	I have not used this.
nested IF function (EX 176)	One in which the action to be taken for the true or false case includes yet another IF function.	I have not used this.
Drawing toolbar (EX 181)	Provides tools that can simplify adding lines, boxes, and other geometric figures to a worksheet.	I have not used this.
floating toolbar (EX 182)	Displayed in its own window and can be moved anywhere in the Excel window.	I have used this.
toolbar dock (EX 181)	If you drag the toolbar close to the edge of the window, Excel positions the toolbar there.	I have not used this.
category names (EX 187)	Identifies the slices of the pie chart.	I have used this.
chart sheet (EX 187)	A separate sheet different from the data that holds only the chart.	I have used this.
data series (EX 187)	Contains the data that determines the size of the slices in the pie.	I have used this.
exploded Pie chart (EX 187)	A pie chart with one or more slices offset.	I have not used this.

Pie chart (EX 187)	Used to show the relationship or proportion of parts to a whole.	I have used this.
offsetting (EX 194)	Separates the slice from the rest of the slices so it stands out.	I have used this.
horizontal split bar (EX 204)	The horizontal bar going across the middle of the window.	I have not used this.
sensitivity analysis (EX 204)	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell.	I have not used this.
vertical split bar (EX 204)	The vertical bar going up and down the middle of the window.	I have not used this.
what-if analysis (EX 204)	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell.	I have not used this.
goal seeking (EX 206)	Determines the value of a cell on which the formula depends.	I have not used this.