

Name _____

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 sometimes use this
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I've rarely used this
order of operations (EX 74)	Moving from left to right in a formula	I have never used this before
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I have never used this before
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I don't know what this is
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I've rarely used this
blank cell (EX 80)	Has a numerical value of zero	I know what this is
arguments (EX 81)	The values that you use with a function	I have never used this before
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 have never used this before
function (EX 81)	Takes a value or values, performs an operation, and	I've rarely used this

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I've rarely used this
MIN function (EX 84)	Displays the lowest value in a range	I've rarely used this
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I have never used this before
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 sometimes use this
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 don't know what this is
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I now use this
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I now use this
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I don't know what this is
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	I know what this is
character (EX 107)	A letter, number, symbol, or punctuation mark	I sometimes use this
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I've rarely used this
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've rarely used this

spell checker (EX 111)	Used to check the worksheet for spelling errors	I use this a lot of the time
landscape orientation (EX 113)	The printout is printed across the length of the page	I use this a lot of the time
portrait orientation (EX 113)	The printout is printed across the width of the page	I use this a lot of the time
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I now use this
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I know what this is
formulas version (EX 118)	shows the actual formulas you have entered	I've rarely used this
values version (EX 118)	Shows the results of the formulas you have entered	I've rarely used this
Web query (EX 120)	Imports the external data in the form of a worksheet	I don't know what this is
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I use this a lot of the time