Microsoft Office 2003
Concepts and Techniques
EXCEL 2003
PROJECT ONE
CREATING A WORKSHEET AND EMBEDDED CHART

KEYTERMS Double Entry Journal (DEJ)   Cara Gibson

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 have never used this before.
chart (EX 4)	Excel can draw a variety of charts.	I use this sometimes
lists (EX 4)	Lists organize and store data.	I use this sometimes
requirements document (EX 5)	It includes a needs statement, source of data, summary of calculations, and any other special requirements.	I have never used this before.
Language bar (EX 8)	Contains buttons that allow you to speak commands and dictate text.	I use this sometimes
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks.	I rarely use this
workbook (EX 9)	It is like a notebook.	I use this sometimes
worksheet (EX 9)	Inside the workbook are sheets, called this.	I use this sometimes
cell (EX 10)	That basic unit of a worksheet in which you enter data.	I use this sometimes
column heading (EX 10)	A row number on the left side of the grid.	I use this sometimes
row heading (EX 10)	It identifies each row.	I rarely use this
sheet tab (EX 10)	At the bottom of the	I have never used this

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

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

see-through view (EX 26)	The heavy border indicates a selected range.	I use this sometimes
font color (EX 28) font size (EX 28)	Specifies Common font styles include regular, bold, underling, or italic.	I use this alot
font style (EX 28)	It indicates how the characters are formatted.	I use this alot
font type (EX 28)	It defines the appearance and shape of the letters and special characters.	I use this alot
merging cells (EX 32)	It involves creating a single cell by combining two or more selected cells.	I use this sometimes
splitting a merged cell (EX 33)	The opposite of merging cells.	I rarely use this
autoformat (EX 34)	It is a built-in collection of formats such as font style.	I have never used this before.
chart location (EX 38)	The area in the worksheet where the chart appears.	I don't know what this is.
embedded chart (EX 38) value axis (EX 38)	It is drawn on the same worksheet as the data.	I have never used this before.
value axis (EX 38)	It displays the scale along the vertical axis.	I rarely use this
y-axis (EX 38)	It is the same thing as the value axis.	I rarely use this
category axis (EX 41)	It titles for the horizontal axis.	I have never 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 have never used this before.
legend (EX 41)	The small box to the right of the column chart contains this.	I have never used this before.
x-axis (EX 41)	It is the chart range as the titles for the horizontal axis.	I rarely use this
.xls (EX 43)	Excel automatically appends the extension.	I rarely use this
file (EX 43)	A saved workbook is referred to it.	I use this alot
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-sensitive (EX 44)	A password is case-sensitive and can be up to 15 characters long.	I use this sometimes
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet is called this.	I rarely use this
print area (EX 45)	The range of cells you choose to print is called this.	I rarely use this
AutoCalculate area (EX 48)	It is the total or average of data.	I use this sometimes
Edit mode (EX 50)	Double-clicking the cell containing the error to switch Excel to edit mode.	I use this alot.
in-cell editing (EX 50)	With Excel in Edit mode, you can edit the contents directly in the cell.	I don't know what this is.
Insert mode (EX 51)	It is as you type a character and excel inserts the character.	I use this sometimes
Overtype mode (EX 51)	Excel overtypes or replaces characters.	I have never used this before.
clear (EX 52)	The clear command clears all of the information.	I use this alot
Excel Help system (EX 53)	At any time while you are using Excel, you can get answers to questions using this.	I don't know what this is.