

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.	I haven't really used this before
Office Clipboard (EX 157)	A special place in the computer's memory that allows you to collect text and graphic items from an office document and then paste them	I use this sometimes
drag and drop (EX 159)	Using the mouse to move or copy cells	I use this sometimes
#REF! (EX 162)	An error message	I know what this is
freeze the titles (EX 163)	Displays the titles on the screen, no matter how far down or to the right you scroll.	I've never used this before
date stamp (EX 165)	Shows the date of a workbook	I haven't really used this before
NOW function (EX 165)	One of 14 date and time functions available in Excel	I haven't really used this before
absolute cell reference (EX 168)	Instructs Excel to keep the cell reference constant in the formula as it copies it to the destination area.	I know what this is
mixed cell reference (EX 168)	A cell reference with only one dollar sign before either	I haven't really used this before

	the column or the row	
cell reference (EX 168)	To reference another cell in a formula	I know what this is
relative cell reference (EX 168)	Instructs Excel to adjust the cell reference as it copies it to the destination are.	I don't think I know what this is
IF function (EX 171)	Assigns a value to a cell based on a logical test	I know what this is
nested IF function (EX 176)	The action to be taken for the true or false case includes yet another IF function	I don't think I know what this is
Drawing toolbar (EX 181)	Provides tools that can simplify adding lines, boxes, and other geometric figures to a worksheet	I rarely use this
floating toolbar (EX 182)	A toolbar displayed in its own window and can be moved anywhere in the Excel window	I rarely use this
toolbar dock (EX 182)	Dragging the toolbar close to the edge of the window	I don't think I know what this is
category names (EX 187)	Entries identifying the slices of the Pie chart	I know what this is
chart sheet (EX 187)	Putting a Pie chart on a separate sheet	I use this sometimes
data series (EX 187)	Contains data that determines the size of the slices in the pie	I haven't really used this before
exploded Pie chart (EX 187)	A pie chart with one or more slices offset	I know what this is
Pie chart (EX 187)	Used to show the relationship or proportion of parts to a whole	I use this sometimes
offsetting (EX 194)	Exploding it from the rest of the slices so it stands out	I've never used this before
horizontal split bar (EX 204)	Horizontal bar going across the middle of the window and to the right of the window	I rarely use this
sensitivity analysis (EX 204)	Scrutinizing the impact of changing values in cells that are referenced by a formula in another cell	I don't think I know what this is
vertical split bar (EX 204)	Vertical bar going up and	I don't think I know what

	down the middle of the window	this is
what-if analysis (EX 204)	Scrutinizing the impact of changing values in cells that are referenced by a formula in another cell	I haven't really used this before
goal seeking (EX 206)	Determines the value of a cell on which to formula depends	I rarely use this