

Microsoft Office Excel 2007

Chapter Two: Formulas, Functions, Formatting, and Web Queries

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
formula (EX 90)	Calculating the results using a valuable tool	Calculations
asterisk (EX 91)	Arithmetic operator that directs Excel to perform the multiplication operation	Multiplying
order of operations (EX 92)	Negation, percentages, exponentiations, multiplications, divisions, additions and subtractions; from left to right	Math
Point mode (EX 93)	Allows you to select cells for use in a formula by using the mouse	Formulas
relative cell references (EX 96)	Cell references	Calculations
smart tag indicator (EX 96)	A small purple triangle in a cell to indicate that a smart tag is available	Calculations
smart tags (EX 96)	Identify certain actions to take on specific data in workbooks	Calculations
arguments (EX 98)	The values that you use with a function	Calculations
blank cell (EX 98)	Numerical value of 0	Calculations
AVERAGE function (EX 99)	Sums the numbers in the specified range and then divides the sum by the number of nonzero cells in the range	Calculations
MAX function (EX 101)	Displays the highest value in a range	Calculations
MIN function (EX 102)	Determines the lowest number in the range	Calculations
Range Finder (EX 106)	Check which cells are	Calculations

	referenced in the formula assigned to the active cell	
theme (EX 107)	Predefined set of colors, fonts, chart styles, cell styles, and fill effects that can be applied to an entire workbook	Formatting
Accounting Number Format (EX 114)	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	Formatting Numbers
Comma style format (EX 114)	Inserts a comma every three positions to the left of the decimal point and causes numbers to be displayed to the nearest hundredths	Formatting Numbers
floating dollar sign (EX 114)	Appears immediately to the left of the first digit with no spaces	Formatting Numbers
condition (EX 118)	Made up of two values and a relational operator, is true or false for each cell in the range	Formatting
conditional formatting (EX 118)	Formatting that appears only when the value in a cell means the conditions you specify	Formatting
best fit (EX 122)	Means that the width of the column will be increased or decreased so the widest entry will fit in the column	Formatting
hiding cells (EX 122)	Used to hide data that might not be relevant to a particular report or sensitive data that you do not want others to see	Formatting
pixel (EX 122)	Is a dot on the screen that contains a color	Formatting
spell checker (EX 127)	Used to check the worksheet for spelling errors	Correcting mistakes
landscape orientation (EX 129)	Means the printout is printed across the length of the page	Formatting
Normal View (EX 129)	Default view that you have worked in up until this point in the book	Formatting
Page Layout View (EX 129)	Allows you to create or modify	Formatting

	a worksheet while viewing how it will look in printed format	
portrait orientation (EX 129)	Means the printout is printed across the width of the page	Formatting
previewing the worksheet (EX 132)	You see exactly how it will look without generating a printout	Printing
debugging (EX 135)	Process of finding and correcting errors in the worksheet	Printing
formulas version (EX 135)	Shows the actual formulas entered rather than the resulting values	Printing
values version (EX 135)	Shows the results of the formulas you have entered, rather than the actual formulas	Printing
Web query (EX 137)	Excel imports the external data in the form of a worksheet	Importing
e-mail (EX 142)	Electronic transmission of messages and files to and from other computers using the Internet	Importing
function (EX 82, EX 98)	Takes a value or values, performs an operation and returns a result to the cell	Calculations
equal sign (EX 91)fixed dollar sign (EX 114)	Alerts Excel that you are entering a formula or function and not text; often with spaces between it and the first digit in the far left in the cell	Calculations