Microsoft Office Excel 2007

Chapter Three: What-If Analysis, Charting, and Working with Large Worksheets

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
#REF! (EX 180)	Indicates a cell reference error	Errors
Office Clipboard (EX 174)	A reserved place in the computer's memory that allows you to collect text and graphic items from an Office document and then paste them into any Office document	Copying/Pasting
drag and drop (EX 177)	Using the mouse to move or copy cells	Copying/Pasting
format symbol (EX 180)	Displays with the assigned format	Formatting
freeze the titles (EX 181)	Excel displays the titles on the screen, no matter how far down or to the right you scroll	Editing options
date stamp (EX 183)	Shows the date a workbook, report or other document was created or the period it represents	Dates
NOW function (EX 183)	One of 14 date and time functions; returns a number that corresponds to the system date and time beginning with December 31, 1899.	Dates
absolute cell reference (EX 186)	Instructs Excel to keep the cell reference B20 constant in the formula as it copies it to the destination area	References
mixed cell reference (EX 186)	Cell reference with only one dollar sign before either column or row	References
relative cell reference (EX 186)	Instructs Excel to adjust the cell	References

	reference as it copies to the destination area	
IF function (EX 189)	Useful when you want to assign a value to a cell based on a logical test	Functions
nested IF function (EX 195)	A function in which the action to be taken for the true or false case includes yet another IF function	Functions
underline (EX 203)	Underlines only the characters in the cell, rather than the entire cell, as is the case when you assign a cell a bottom border	Formatting
category names (EX 204)	Names in the range of a chart	Titling
chart sheet (EX 204)	A separate sheet where the Pie chart resides	Charts
data series (EX 204)	Entries that determine the size of the slices in the pie	Charts
exploded Pie chart (EX 204)	A pie chart with one or more slices offset	Charts
Pie chart (EX 204)	Shows the relationship or proportion of parts to a whole	Charts
offsetting (EX 213)	Exploding	Charts
sensitivity analysis (EX 223)	Using excel to scrutinize the impact of changing values in cells that are referenced by a formula in another call	Formulas
what-if analysis (EX 223)	Using excel to scrutinize the impact of changing values in cells that are referenced by a formula in another call	Formulas
goal seeking (EX 225)	Determines the value of a cell on which the formula depends	Formulas