Microsoft Office Excel 2007

Chapter One: Creating a Worksheet and an Embedded Chart

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
requirements document (EX 3)	Includes a needs statement, source of data, summary of calculations, and any other special requirements for the worksheet, such as charting and Web support.	8th WP
column heading (EX 7)	A column letter above the grid; identifies each column	Using Excel
row heading (EX 7)	A row number on the left side of the grid; identifies each row	Entering information
sheet tab (EX 7)	Sheet name appears on the tab at the bottom of the workbook	Entering information
workbook (EX 7)	Like a notebook, with sheets	Entering information
worksheet (EX 7)	Sheets inside the workbook	Entering information
active cell (EX 8)	The cell into which you can enter data	Entering information
cell (EX 8)	The basic unit of a worksheet into which you enter data	Entering information
cell reference (EX 8)	A unique address, which is the coordinates of the intersection of a column and a row	Entering information
gridlines (EX 8)	Horizontal and vertical lines on the worksheet itself	Entering information
Enter (EX 9)	Read on the mode indicator; means that Excel is in the process of accepting data through the keyboard into the active cell	Entering information
group (EX 9)	Contains related commands; in a tab	Entering information
keyboard indicators (EX 9)	Show which toggle keys are engaged	Entering information
mode indicators (EX 9)	Appear on the status bar and	Entering information

	specify the current data entry	
normal view (EX 9)	Default (preset) view	Entering information
Ready (EX 9)	A mod when Excel is ready to accept the next command or data entry	Entering information
Ribbon (EX 9)	Located near the top of the Excel window; is the control center in Excel	Entering information
scroll arrows (EX 9)	Used to move the worksheet window around to view different parts of the active worksheet	scrolling
scroll bars (EX 9)	Used to move the worksheet window around to view different parts of the active worksheet	scrolling
scroll boxes (EX 9)	Used to move the worksheet window around to view different parts of the active worksheet	scrolling
status bar (EX 9)	Presents information about the worksheet, the function of the button the mouse pointer is pointing to, or the mode of Excel	Entering information
tab (EX 9)	Surrounds a collection of groups	Worksheet window
tab split box (EX 9)	Drag to increase or decrease the view of the sheet tabs	Worksheet window
worksheet window (EX 9)	The view of the portion of the worksheet displayed on the screen	Formatting
active tab (EX 10)	The tab currently displayed	Formatting
contextual tabs (EX 10)	Other tabs when you perform certain tasks or work with objects	Making charts or tables
gallery (EX 10)	A set of choices, often graphical, arranged in a grid or in a list	Formatting
Home tab (EX 10)	Contains groups with the moiré frequently used commands	Formatting
in-Ribbon (EX 10)	Shows common gallery choices on the Ribbon rather	Formatting

	than in a dropdown list	
live preview (EX 10)	A feature that allows you to point to a gallery choice and see its effect in the worksheet without actually selecting the choice	Formatting
Ribbon commands (EX 10)	Include buttons, boxes, and galleries	Formatting
dialog box (EX 11)	Contains additional commands and options for the group	Formatting
Dialog Box Launcher (EX 11)	When clicked displays a dialog box or task pane	Formatting
Enhanced ScreenTip (EX 11)	On-screen note that provides the name of the command, available keyboard shortcuts, a description of the command, and sometimes instructions for how to obtain Help about the command	Formatting
ScreenTip (EX 11)	Usually displays only the name of the command	Formatting
task pane (EX 11)	A window that contains additional commands and can stay open and visible while you work on the worksheet	Formatting
formula bar (EX 12)	Displays the entry	Formatting
Mini toolbar (EX 12)	Appears automatically based on tasks you perform, contains commands related to changing the appearance of text in a worksheet	Formatting
Name box (EX 12)	Displays the active cell reference on the left side of the formula bar	Formatting
shortcut menu (EX 12)	Appears when you right-click an object, is a list of frequently used commands that relate to the right-clicked object	shortcuts
Quick Access Toolbar (EX 13)	Located by default above the Ribbon, provides easy access to frequently used commands	shortcuts
menu (EX 14)	Contains a list of commands	Different commands
Office Button (EX 14)	Central location for managing and sharing workbooks	Ribbon

submenu (EX 14)	A list of additional commands associated with the selected command	Office Button
Key Tip (EX 15)	A command's displayed code letter	Preference of keyboard over mouse
Key Tip badge (EX 15)	Keyboard code icon	Preference of keyboard over mouse
text (EX 15)	Used to place titles such as worksheet titles, column titles, and row titles, on the worksheet	Entering information
to select a cell (EX 15)	To use the mouse to move the block plus sigh mouse-pointer to the cell and then click	Entering information
Cancel box (EX 17)	Cancels an entry	Entering information
Enter box (EX 17)	Completes an entry	Entering information
insertion point (EX 17)	Blinking vertical line that indicates where the next typed character will appear	Entering information
left-aligned (EX 18)	Cell entry is positioned at the far left in the cell	Entering information
AutoCorrect feature (EX 19)	Works behind the scenes, correcting common mistakes when you complete a text entry in a cell	Entering information
number (EX 22)	Can contain only certain characters; represent amounts	Copy/paste
range (EX 24)	Series of two or more adjacent cells in a column or row or a rectangular group of cells	Copy/paste
SUM function (EX 24)	Adds all of the numbers in a range of cells, provides a convenient means to accomplish this task	Copy/paste
copy area (EX 27)	The cell being copied	Copy/paste
destination area (EX 27)	The range of cells receiving the copy	Copy/paste
fill handle (EX 27)	Small black square located in the lower-right corner of the heavy border around the active cell	Copy/paste
paste area (EX 27)	The range of cells receiving the copy	Copy/paste
relative reference (EX 27)	Each adjusted cell reference	Copy/paste

source area (EX 27)	The cell being copied	Saving
file (EX 29)	saved workbook	Saving
file name (EX 29)	A name assigned to a file when it is saved	Saving
folder (EX 30)	A specific location on a storage medium	Saving
Favorite Links section (EX 31)	You can change the save location by clicking links in the section	Saving
format (EX 33)	To emphasize certain entries and make the worksheet easier to read and understand	Changing the design
font color (EX 34)	Defines the color of the characters	Changing the design
font size (EX 34)	Specifies the size of the characters on the screen	Changing the design
font style (EX 34)	Indicates how the characters are emphasized	Changing the design
font type (EX 34)	Defines the appearance and shape of the letters	Changing the design
point size (EX 34)	A size which is over 72 because a single point is about 1/'72 of one inch in height	Changing the design
theme (EX 37)	Collection of cell styles and other styles that have common characteristics, such as a color scheme and font type	Changing the design
bold (EX 38)	Emphasizing or making it stand out from the rest of the worksheet	Changing the design
merging cells (EX 40)	Involves creating a single cell by combining two or more selected cells	Changing the design
splitting a merged cell (EX 41)	To unmerge a cell	Changing the design
embedded chart (EX 49)	It is drawn on the same worksheet as the data	Charts
value axis (EX 50)	The vertical axis or y-axis	Charts
y-axis (EX 50)	The vertical axis or value axis	Charts
category axis (EX 52)	The horizontal axis or x-axis	Charts
x-axis (EX 52)	The horizontal axis or category axis	Charts
snaps (EX 53)	Aligns	Charts
automatically updated	Include file system properties,	Document Properties

properties (EX 54)	such as the date you create or change a file, and statistics, such as file size	
document properties (EX 54)	Details about a file	Saving
keywords (EX 54)	Words or phrases that further describe the document	Document Properties
legend (EX 54)	Identifies the colors assigned to each bar in the chart	Document Properties
metadata (EX 54)	Can include such information as the project author, title or subject	Document Properties
standard properties (EX 54)	Are associated with all Microsoft Office documents and include author, title and subject	Document Properties
Document Information Panel (EX 55)	Contains areas where you can view and enter document properties	Document Properties
hard copy (EX 57)	Printed version of the worksheet	Printing
printout (EX 57)	Hard copy of the worksheet	Printing
AutoCalculate area (EX 62)	Obtaining a total, an average, or other information about the numbers in a range	Calculating numbers
Edit mode (EX 63)	Displays the active cell entry in the formula bar and a flashing insertion point in the active cell	Correcting mistakes
in-cell editing (EX 64)	Edit the contents directly in a cell	Correcting mistakes
Insert mode (EX 64)	As you type a character, Excel inserts the character and moves all characters to the right of the typed character one position to the right	Correcting mistakes
Overtype mode (EX 64)	Excel overtypes, or replaces the character to the right of the insertion point	Correcting mistakes
Excel Help (EX 67)	Finding answers to questions and display information about various topics	Help
Microsoft Office Excel 2007	A powerful spreadsheet	Worksheets and charts

(EX 2)	program that allows users to organize data, complete calculations, make decisions, graph data, develop professio0nal looking reports, publish organized data to the Web, and access real-time data from Web sites	