

Keyterms: Project 3: What-If Analysis, Charting, and Working with Large Worksheets

KEYTERM	DEFINITION	KEYTERM AS IT RELATES TO YOU AND/OR YOUR EXPERIENCE
(EX 146) assumptions	Are values in cells that you can change to determine new values for formulas	
(EX 157) Office Clipboard	The Copy button copies the contents and format of the source area	
(EX 159) drag and drop	Using the mouse to move or copy cells	
(EX 162) #REF!	Error message to indicate a cell reference error	
(EX 163) freeze the titles	Displays the titles on the screen	
(EX 165) date stamp	Shows the data a workbook, report, or other document was created or the period it represents	
(EX 165) NOW function	One of 14 dates and time functions available	
(EX 168) absolute cell reference	Instructs Excel to adjust the cell reference as it copies it to the destination area	
(EX 168) mixed cell reference	A cell reference with only one dollar sign before either the column or the row	
(EX 168) relative cell reference	Instructs Excel to adjust the cell reference as it copies it to the destination area	
(EX 171) IF function	When you want to assign a value to a cell based on a logical test	
(EX 176) nested IF function	The action to be taken for the true or false case	
(EX 181) Drawing toolbar	Provides tools that can simplify adding lines, boxes, and other geometric figures to a worksheet	
(EX 182) floating toolbar	is displayed in its own window and can be moved	

	anywhere in the Excel window	
(EX 182) toolbar dock	If you drag the toolbar close to the edge of the window, Excel positions the toolbar in the toolbar dock	
(EX 187) category names	Month names in a range will identify the slices of a Pie Chart	
(EX 187) chart sheet	Separate sheet for a Pie Chart	
(EX 187) data series	Contains the data that determines the size of the slices in the pie	
(EX 187) exploded Pie chart	Pie chart with one or more slices offset	
(EX 187) Pie chart	Used to show the relationship or proportion of parts to a whole	
(EX 194) offsetting	It forms the rest of the slices so that it stands out on a pie chart	
(EX 204) horizontal split bar	A bar going across the middle of the window	
(EX 204) sensitivity analysis	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell	
(EX 204) vertical split bar	A bar going up and down the middle of the window	
(EX 204) what-if analysis	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell	
(EX 206) goal seeking	Determines the value of a cell on which the formula depends	