

Microsoft Office 2003

Concepts and Techniques

EXCEL 2003

PROJECT ONE

CREATING A WORKSHEET AND EMBEDDED CHART

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
Web support (EX6)	Allows users to save Excel worksheets or parts of a worksheet in HTML format, so a user can view and manipulate the worksheet using a browser. Excel Web support also provides access to real-time data, such as stock quotes, using Web queries	
chart (EX 4)	Excel can draw a variety of charts	
lists (EX 4)	Organize and store data	
requirements document (EX 5)	Includes a needs statement, source of data, summary of calculations, and any other special requirements for the worksheet	
Language bar (EX 8)	Contains buttons that allow you to speak commands and dictate text	
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks more efficiently	
workbook (EX 9)	Like a notebook	
worksheet (EX 9)	Sheets in workbook	

cell (EX 10)	The basic unit of a worksheet into which you enter data	
column heading (EX 10)	Column letter above the grid	
row heading (EX 10)	Column letter above the grid	
sheet tab (EX 10)	Sheet name that appears at the bottom of the workbook	
active cell (EX 11)	One cell into which you enter data	
cell reference (EX 11)	Unique address of a cell	
gridlines (EX 11)	The horizontal and vertical lines on a worksheet	
menu (EX 11)	a list of commands that you can use to retrieve, store, print, and manipulate data on the worksheet	
menu bar (EX 11)	A special toolbar that includes the menu names	
menu name (EX 11)	Each name represents a menu	
scroll arrows (EX 11)	Move the worksheet window around to view different parts of the active worksheet	
scroll bars (EX 11)	Move the worksheet window around to view different parts of the active worksheet	
scroll boxes (EX 11)	Move the worksheet window around to view different parts of the active worksheet	
submenu (EX 11)	Displays commands	
tab split box (EX 11)	Increases or decreases the view of the sheet tabs	
worksheet window (EX 11)	Portion of the worksheet displayed on the screen	
dimmed command (EX 12)	Appears gray or dimmed, instead of black, which indicates it is not available for the current selection	

full menu (EX 12)	Lists all of the commands associated with a menu	
hidden command (EX 12)	A command with medium blue shading, automatically personalizes the short menus for you based on how often you use commands	
short menu (EX 12)	Lists the most recently used commands	
move handle (EX 13)	You can display all the buttons on either toolbar	
ScreenTip (EX 13)	The name of the button or box	
Enter mode (EX 14)	Excel is in the process of accepting data through the keyboard into the active cell	
formula bar (EX 14)	Appears below the Standard and Formatting toolbars	
mode indicators (EX 14)	Appear on the status bar and specify the current mode of Excl	
Ready mode (EX 14)	Excel is ready to accept the next command or data entry	
status bar (EX 14)	Displays a brief description of the command selected on a menu	
closed (Language bar status) (EX 15)	The language bar is hidden permanently until you enable it	
hidden (Language bar status) (EX 15)	You do not see the language bar on the screen bit it will be displayed the next time you start you computer	
keyboard indicators (EX 15)	Show which keys are engaged	
Office Speech Recognition software (EX 15)	You can speak the names of toolbars buttons, menus, menu commands, etc...	
selecting (EX 16)	Move the block plus sign mouse pointer to the cell and then click	
speech playback (EX 16)	Excel reads a worksheet to you	
text (EX 16)	Any set of characters	

	containing a letter, hyphen, or space	
AutoCorrect feature (EX 18)	Corrects common mistakes when you complete a text entry in a cell	
Cancel box (EX 18)	Cancels the box	
Enter box (EX 18)	Completes the entry	
insertion point (EX 18)	A blinking vertical line that indicates where the next typed character will appear	
left-aligned (EX 18)	The cell entry is positioned at the far left of the cell	
number (EX 21)	Represent amounts	
range (EX 23)	A series of two or more adjacent cells in a column or row or a rectangular group of cells	
SUM function (EX 23)	Adds all of the numbers in a range of cells, provides a convenient means to accomplish this task	
copy area (EX 25)	The cell being copied	
destination area (EX 25)	The range of cells receiving the copy	
fill handle (EX 25)	The small black square located in the lower right corner of the heavy border around the active cell	
paste area (EX 25)	The range of cells receiving the copy	
relative reference (EX 25)	Each adjusted cell reference	
source area (EX 25)	The cell being copied	
see-through view (EX 26)	Indicates a selected range	
font color (EX 28) font size (EX 28)	Defines the color of the characters Specifies the size of the characters	
font style (EX 28)	Indicates how the characters are formatted	

font type (EX 28)	Defines the appearance and shape of the letters, numbers and special characters	
formatting (EX 28)	Emphasizes a certain entry to make the worksheet easier to read	
point size (EX 28)	The size of the characters	
bold (EX 30)	Makes it stand out from the rest	
merging cells (EX 32)	Creates a single cell by combining two or more selected cells	
splitting a merged cell (EX 33)	Opposite of merging cells	
autoformat (EX 34)	Allows you to format the body of the worksheet	
chart location (EX 38)	The area on the worksheet where the chart appears	
embedded chart (EX 38)	Is drawn on the same worksheet as the data	
value axis (EX 38)	The scale along the vertical axis	
y-axis (EX 38)	The scale along the vertical axis	
category axis (EX 41)	The titles for the horizontal axis	
default chart type (EX 41)	The chart Excel draws if you click the finish button in the first chart wizard dialog box	
legend (EX 41)	Identifies the colors assigned to each bar in the chart	
x-axis (EX 41)	The titles for the horizontal axis	
.xls (EX 43)	Stands for Excel workbook	
file (EX 43)	A saved workbook	
backup copy (EX 44)	Each time you save a workbook, Excel copies the current version of the	

	workbook on disk to a file with the same name	
case-sensitive (EX 44)	Excel can differentiate between uppercase and lowercase letters	
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet	
print area (EX 45)	The rang of cells you choose to print	
AutoCalculate area (EX 48)	An average or other information about the numbers in a range	
Edit mode (EX 50)	Displays the active cell entry in the formula bar	
in-cell editing (EX 50)	You can edit the contents directly in the cell	
Insert mode (EX 51)	Excel inserts the character and moves all characters to the right of the typed character one position to the right	
Overtyp mode (EX 51)	Overtypes or replaces the character to the right of the insertion point	
clear (EX 52)	Erasing or deleting data	
Excel Help system (EX 53)	You can get answers to questions	