

Microsoft Office 2003  
Concepts and Techniques

EXCEL 2003

PROJECT TWO

FORMULAS, FUNCTIONS, FORMATTING, AND WEB  
QUERIES

KEYTERMS Double Entry Journal (DEJ)

| TERM                        | DEFINITION  | TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE |
|-----------------------------|---|--|
| formula (EX 73)             | An equation manually put in and calculated by Excel   | Use in SAM                                   |
| equal sign (EX 74)          | Alerts Excel that you are entering a formula or function and not text                                       | Use in SAM                                   |
| order of operations (EX 74) | Moving from left to right in a formula  | Use in SAM                                   |
| Point mode (EX 75)          | Allows you to select cells for use in a formula by using the mouse  | Use in SAM                                   |
| smart tag indicator (EX 78) | When Excel adjusts the column portion of cell references  | Use in SAM                                   |
| smart tags (EX 78)          | Identification of certain actions to take on specific data in workbooks                                     | Use in SAM                                   |
| blank cell (EX 80)          | Has a numerical value of zero   | Use in SAM                                   |
| arguments (EX 81)           | The values that you use with a function   | Use in SAM                                   |
| AVERAGE function (EX 81)    | Sums the numbers in a specified range and then divides the sum by the number of non-zero cells in the range | Use in SAM                                   |
| function (EX 81)            | Takes a value or values, performs an operation, and   | Use in SAM                                   |

|   |   |            |
|---|---|------------|
|   | returns a result to the cell  |            |
| MAX function (EX 82)                    | Displays the highest value in a range   | Use in SAM |
| MIN function (EX 84)                    | Displays the lowest value in a range  | Use in SAM |
| Range Finder (EX 89)                    | Can be used to check which cells are referenced in the formula assigned to the active cell  | Use in SAM |
| comma style format (EX 98)              | Inserts a comma every three positions to the left of a decimal point and causes numbers to be displayed to the nearest hundredths   | Use in SAM |
| currency style format (EX 98)           | Displays numbers 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 | Use in SAM |
| fixed dollar sign (EX 98)               | Far left in the cell, often with spaces between it and the first digit  | Use in SAM |
| floating dollar sign (EX 98)            | Appears immediately to the left of the first digit with no spaces   | Use in SAM |
| condition (EX 104)                      | Made up of two values and a relational operator and is true or false for each cell in the range   | Use in SAM |
| best fit (EX 107)                       | The width of the column will be increased or decreased so the widest entry will fit in the column   | Use in SAM |
| character (EX 107)                      | A letter, number, symbol, or punctuation mark   | Use in SAM |
| pixel (EX 107)<br>hiding cells (EX 109) | A dot on the screen that contains a color.  | Use in SAM |
| hiding cells (EX 109)                   | A technique you can use to hide data that might not be relevant to a particular report or sensitive data that you do not want others to see                                     | Use in SAM |

|                                   |  |            |
|-----------------------------------|--|------------|
| spell checker (EX 111)            | Used to check the worksheet for spelling errors  | Use in SAM |
| landscape orientation (EX 113)    | The printout is printed across the length of the page  | Use in SAM |
| portrait orientation (EX 113)     | The printout is printed across the width of the page   | Use in SAM |
| previewing the worksheet (EX 113) | Exactly how it looks without generating a printout   | Use in SAM |
| debugging (EX 118)                | The process of finding and correcting errors in the worksheet                                | Use in SAM |
| formulas version (EX 118)         | shows the actual formulas you have entered   | Use in SAM |
| values version (EX 118)           | Shows the results of the formulas you have entered   | Use in SAM |
| Web query (EX 120)                | Imports the external data in the form of a worksheet   | Use in SAM |
| e-mail (EX 125)                   | Electronic transmission of messages and files to and from other computers using the Internet | Use in SAM |