

# 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)	Allow users to save Excel worksheets of parts of a worksheet in HTML format	Use in SAM
chart (EX 4)	Excel can draw a variety of charts	Use in SAM
lists (EX 4)	Organize and store data.	Use in SAM
requirements document (EX 5)	Includes a needs statement, source of data, summary of calculations, and other special requirements for worksheet.	Use in SAM
Language bar (EX 8)	Contains buttons that allow you to speak commands	Never used
task pane (EX 8)	Separate window that enables users to carry out some excel tasks more efficiently	Use in SAM
workbook (EX 9)	Is like a notebook, contains sheets called worksheet	Use in SAM
worksheet (EX 9)	Inside the Workbook, are sheets	Use in SAM
cell (EX 10)	Is basic unit of a worksheet into which you enter data	Use in SAM
column heading (EX 10)	A column letter above the grid	Use in SAM
row heading (EX 10)	Identifies each row	Use in SAM
sheet tab (EX 10)	At bottom of the workbook	Use in SAM

active cell (EX 11)	Is the cell into which you enter data	Use in SAM
cell reference (EX 11)	Coordinates of the intersection of a column and a row	Use in SAM
gridlines (EX 11)	Horizontal and vertical lines on the worksheet	Use in SAM
menu (EX 11)	List of commands that you can use to retrieve ,store, and print	Use in SAM
menu bar (EX 11)	Special toolbar that includes the menu names	Use in SAM
menu name (EX 11)	Represents a menu	Use in SAM
scroll arrows (EX 11)	Can use to move the worksheet window around to view different parts of active worksheet	Use in SAM
scroll bars (EX 11)	Can use to move the worksheet window around to view different parts of active worksheet	Use in SAM
scroll boxes (EX 11)	Can use to move the worksheet window around to view different parts of active worksheet	Use in SAM
submenu (EX 11)	Where you can choose a command	Use in SAM
tab split box (EX 11)	To increase or decrease the view of the sheet tab	Use in SAM
worksheet window (EX 11)	View the portion of the worksheet displayed on the screen	Use in SAM
dimmed command (EX 12)	Appears gray or dimmed, instead of black, which indicates it is not available for the current selection	Use in SAM
full menu (EX 12)	Lists of commands associated with a menu	Use in SAM
hidden command (EX 12)	A command with medium blue shading to left of it on a fell menu	Use in SAM
short menu (EX 12)	Listing the most recently used commands	Use in SAM
move handle (EX 13)	Display all buttons on either toolbar	Use in SAM

ScreenTip (EX 13)	Excel displays the name of the buttons or box below	Use in SAM
Enter mode (EX 14)	Excel is in process of accepting data through the keyboard into active cell	Use in SAM
formula bar (EX 14)	Excel displays the entry	Use in SAM
mode indicators (EX 14)	Appears on the status bar and specify the current mode	Use in SAM
Ready mode (EX 14)	Excel ready to accept the next command	Use in SAM
status bar (EX 14)	Displays a brief description of the command selected	Use in SAM
closed (Language bar status) (EX 15)	Means it is hidden permanently until you enable it	Use in SAM
hidden (Language bar status) (EX 15)	Means you do not see it on the screen	Use in SAM
keyboard indicators (EX 15)	Show which keys are engaged	Use in SAM
Office Speech Recognition software (EX 15)	Installed and a microphone, you can speak the names of toolbar buttons	Use in SAM
selecting (EX 16)	Use the mouse to move the block plus sign mouse pointer to the cell and then click	Use in SAM
speech playback (EX 16)	Have worksheet read in male or female voice	Never used
text (EX 16)	Used to place titles, such as a worksheet titles, ect.	Use in SAM
AutoCorrect feature (EX 18)	Excel works behind the scenes, correction common mistakes	Use in SAM
Cancel box (EX 18)	Cancels entry	Use in SAM
Enter box (EX 18)	Completes the entry	Use in SAM
insertion point (EX 18)	Is blinking vertical line that indicates	Use in SAM
left-aligned (EX 18)	Means cell entry is positioned at far left	Use in SAM
number (EX 21)	Can contain only	Use in SAM

	0,1,2,3,4,5,6,7,8,9,+,-,etc.	
range (EX 23)	Is series of 2 or more adjacent cells	Use in SAM
SUM function (EX 23)	Adds all of the numbers in a range cells	Use in SAM
copy area (EX 25)	Cell being copied	Use in SAM
destination area (EX 25)	Range of cells receiving the copy	Use in SAM
fill handle (EX 25)	Is small black square located in the lower right corner	Use in SAM
paste area (EX 25)	Range of cells receiving the copy	Use in SAM
relative reference (EX 25)	Each adjusted cell reference	Use in SAM
source area (EX 25)	Cell being copied	Use in SAM
see-through view (EX 26)	Indicates a selected range, heavy border and transparent blue background	Use in SAM
font color (EX 28) font size (EX 28)	Defines color of characters. Specifies the size of the characters on screen	Use in SAM
font style (EX 28)	Indicates how characters are formatted	Use in SAM
font type (EX 28)	Defines the appearance and shape of letters, numbers	Use in SAM
formatting (EX 28)	A worksheet to emphasize	Use in SAM
point size (EX 28)	Of 10 is about 10/72	Use in SAM
bold (EX 30)	An entry in al cell to emphasize it	Use in SAM
merging cells (EX 32)	Involves creating a single cell that is the width of the columns	Use in SAM
splitting a merged cell (EX 33)	Opposite if merging cells	Use in SAM
autoformat (EX 34)	Is a built =in collection of formats such as font style	Use in SAM
chart location (EX 38)	Area on worksheet where chart appears	Use in SAM
embedded chart (EX 38)	Clustered column chart	Use in SAM

value axis (EX 38)	Scale along the vertical axis	Use in SAM
value axis (EX 38)	Scale along the vertical axis	Use in SAM
y-axis (EX 38)	Scale along the vertical axis	Use in SAM
category axis (EX 41)	Titles for each of the horizontal axis	Use in SAM
default chart type (EX 41)	Is the chart excel draws if you click the finish button	Use in SAM
legend (EX 41)	Identifies the color assigned to each bar in the chart	Use in SAM
x-axis (EX 41)	Titles for each of the horizontal axis	Use in SAM
.xls (EX 43)	Stand for excel workbook	Use in SAM
file (EX 43)	The menu to save, print and etc.	Use in SAM
backup copy (EX 44)	Each time you save a workbook excel copies the current file	Use in SAM
Case	The letters are uppercase	Use in SAM
case-sensitive (EX 44)	Can differentiate between lowercase and uppercase	Use in SAM
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet	Use in SAM
print area (EX 45)	The range of cells you choose to print	Use in SAM
Auto Calculate area (EX 48)	An average , or information about numbers in a range	Use in SAM
Edit mode (EX 50)	Displays the active cell entry in the formula	Use in SAM
in-cell editing (EX 50)	Edit the contents directly in the cell	Use in SAM
Insert mode (EX 51)	As you type a character, excel inserts the character and moves all characters to the right	Use in SAM
Overtyping mode (EX 51)	Excel overtypes or keyboard between insert mode and overtype mode	Use in SAM
clear (EX 52)	There are four method of clearing the data	Use in SAM

Excel Help system (EX 53)	Answers questions	Use in SAM
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