

# 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)	This is when you save to Excel in the HTML format.	I have not used this before.
chart (EX 4)	A diagram used for displaying information.	I have used this before.
lists (EX 4)	This is where Excel sorts the data into an organized fashion.	I have used this before.
requirements document (EX 5)	Includes a needed statement source of data and a summery of calculations for the worksheet.	I have used this before.
Language bar (EX 8)	Contains buttons that allow you to speak commands and dictate text.	I have not used this.
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks more efficiently.	I have not used this.
workbook (EX 9)	An excel file.	I have used this before.
worksheet (EX 9)	One page of excel diagrams in a workbook.	I have used this before.
cell (EX 10)	A basic unit of a worksheet into which you enter data.	I have used this before.
column heading (EX 10)	A column letter above the grid containing vertical	I have not used this.
row heading (EX 10)	A row number on the left	I have not used this.

	side of the grid which identifies each column.	
sheet tab (EX 10)	At the bottom of the workbook.	I have used this before.
active cell (EX 11)	Designated as the one into which you can enter data.	I have used this before.
cell reference (EX 11)	Is coordinates of the intersection of a column and a row.	I have not used this.
gridlines (EX 11)	The horizontal and vertical lines on the worksheet itself.	I have used this before.
menu (EX 11)	A list of commands that you can use to retrieve, store, print and manipulate data on the worksheet.	I have used this before.
menu bar (EX 11)	A special tool that includes the menu names as shown on the next page.	I have used this before.
menu name (EX 11)	Represents a menu.	I have used this before.
scroll arrows (EX 11)	Used to move the worksheet window around and view different parts of the active worksheet.	I have used this before.
scroll bars (EX 11)	Used to move the worksheet window around and view different parts of the active worksheet.	I have used this before.
scroll boxes (EX 11)	Used to move the worksheet window around and view different parts of the active worksheet.	I have not used this.
submenu (EX 11)	Where you can chose a command.	I have not used this.
tab split box (EX 11)	Used to increase or decrease the view of the sheet tabs.	I have not used this.
worksheet window (EX 11)	When you view a portion of the worksheet displayed on the screen.	I have used this before.

dimmed command (EX 12)	Appears gray or dimmed instead of black which indicates it is not available	I have not used this.
full menu (EX 12)	Lists all of the commands associated with a menu.	I have used this before.
hidden command (EX 12)	It does not appear on a short menu.	I have used this before.
short menu (EX 12)	Listing the most recently used commands.	I have not used this.
move handle (EX 13)	Used to display all the buttons on either toolbar by double clicking on the left of each toolbar.	I have used this before.
ScreenTip (EX 13)	Displays the name of the button or box below.	I have used this before.
Enter mode (EX 14)	When the mode indicator reads Enter Excel is in the process of accepting data through the keyboard and active cells.	I have not used this.
formula bar (EX 14)	Excel display the entry.	I have used this before.
mode indicators (EX 14)	Appear on the status and specify the current mode of excel.	I have not used this.
Ready mode (EX 14)	When Excel is ready to accept the next command or data entry.	I have not used this.
status bar (EX 14)	Displays a brief description of the command selected on a menu the function of the button the mouse is pointing to.	I have used this before.
closed (Language bar status) (EX 15)	Means that it is hidden permanently until you unhide it.	I have not used this.
hidden (Language bar status) (EX 15)	Means you do not see it on the screen but it will be displayed the next time you start your computer.	I have not used this.
keyboard indicators (EX 15)	Show which keys are engaged	I have not used this.

Office Speech Recognition software (EX 15)	You can speak the names of toolbars and buttons as well as commands such as OK	I have used this before.
selecting (EX 16)	Makes the cell active and ready to be used.	I have used this before.
speech playback (EX 16)	Used to instruct the computer to read a worksheet to you	I have not used this.
text (EX 16)	Is used to place titles	I have used this before.
AutoCorrect feature (EX 18)	Corrects common mistakes when you complete a text entry in a cell	I have used this before.
Cancel box (EX 18)	Cancels the entry	I have used this before.
Enter box (EX 18)	Completes the entry	I have used this before.
insertion point (EX 18)	Is a blinking vertical line the indicates where the next typed character will appear	I have used this before.
left-aligned (EX 18)	Means the cell entry is positioned at the far left in the cell	I have used this before.
number (EX 21)	Can only contain certain characters	I have used this before.
range (EX 23)	Series of two or more adjacent cells	I have not used this.
SUM function (EX 23)	Adds all of the numbers in a range of cells and provides a convenient means to accomplish this task	I have used this before.
copy area (EX 25)	The cell being copied	I have used this before.
destination area (EX 25)	The range of cells receiving the copy	I have not used this.
fill handle (EX 25)	The small black square located in the lower corner	I have not used this.
paste area (EX 25)	The range of cells receiving the copy	I have used this before.
relative reference (EX 25)	Each adjusted cell reference	I have not used this.
source area (EX 25)	The cell being copied	I have not used this.

see-through view (EX 26)	Indicates a selected range	I have not used this.
font color (EX 28) font size (EX 28)	Defines the color of the characters	I have used this before.
font style (EX 28)	Indicates how the characters are formatted	I have used this before.
font type (EX 28)	The selected font used to type out information.	I have used this before.
formatting (EX 28)	Emphasize certain entries to make the worksheet easier to read and understand	I have used this before.
point size (EX 28)	Measurement system of font size	I have used this before.
bold (EX 30)	An entry in a cell to make it stand out	I have used this before.
merging cells (EX 32)	This involves creating a single cell by combining two or more selected cells	I have used this before.
splitting a merged cell (EX 33)	The opposite of merging cells	I have not used this.
autoformat (EX 34)	A built in collection of formats	I have used this before.
chart location (EX 38)	The area on the worksheet where the chart appears	I have not used this.
embedded chart (EX 38) value axis (EX 38)	A 3D clustered column chart	I have not used this.
value axis (EX 38)	Displays the scale along the vertical axis	I have not used this.
y-axis (EX 38)	The value axis	I have used this before.
category axis (EX 41)	Horizontal axis	I have not used this.
default chart type (EX 41)	This is the chart Excel draws if you click the finish button in the first chart wizard dialog box.	I have used this before.
legend (EX 41)	Identifies colors assigned to each bar	I have not used this.
x-axis (EX 41)	Horizontal axis	I have used this before.

file (EX 43)	A saved work book	I have used this before.
backup copy (EX 44)	Saves rough drafts and final copies	I have used this before.
case-sensitive (EX 44)	Excel can differentiate between upper and lowercase letters	I have not used this.
hard copy (EX 44) printout (EX 44)	A printed version.	I have used this before.
print area (EX 45)	The range of cells you choose to print.	I have not used this.
AutoCalculate area (EX 48)	Obtains a total or average of the numbers	I have not used this.
Edit mode (EX 50)	Displays active cell entry	I have used this before.
in-cell editing (EX 50)	A procedure that edits cells	I have not used this.
Insert mode (EX 51)	Inserts the character and moves all characters to the right	I have used this before.
Overtyping mode (EX 51)	Replaces the character to the right of the insertion point	I have not used this.
clear (EX 52)	Delete the cell	I have used this before.
Excel Help system (EX 53)	Provides answers to questions	I have not used this.