

Name _____

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	I have used this before.
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I have used this before.
order of operations (EX 74)	Moving from left to right in a formula	I have not used this in excel.
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I have not used this before.
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I have used this before.
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I have used this before.
blank cell (EX 80)	Has a numerical value of zero	I have used this before.
arguments (EX 81)	The values that you use with a function	I have not used this before.
AVERAGE function (EX 81)	Sums the numbers in a specified range and then divides the sum by the number of non-zero	I have only used this in the project.

	cells in the range	
function (EX 81)	Takes a value or values, performs an operation, and returns a result to the cell	I have used this before.
MAX function (EX 82)	Displays the highest value in a range	I have used this only in the project.
MIN function (EX 84)	Displays the lowest value in a range	I have used this only in the project.
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I have not used this before.
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	I have not used this before.
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	I have not used this before.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I have not used this before.
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I have not used this before.
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I have not used this before.
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	I have used this before.
character (EX 107)	A letter, number, symbol, or punctuation mark	I have used these before.

pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I have used this before.
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	I have only used this in the SAM test.
spell checker (EX 111)	Used to check the worksheet for spelling errors	I have only used this in Word.
landscape orientation (EX 113)	The printout is printed across the length of the page	I have only used this in Word.
portrait orientation (EX 113)	The printout is printed across the width of the page	I have not used this before.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I have used this in Word before.
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I have not used this before.
formulas version (EX 118)	shows the actual formulas you have entered	I have used this in the SAM test.
values version (EX 118)	Shows the results of the formulas you have entered	I have used this in the projects.
Web query (EX 120)	Imports the external data in the form of a worksheet	I have used this in the projects.
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I have used this in the project and SAM tests.