

Microsoft Office Excel 2007

Chapter One: Creating a Worksheet and an Embedded Chart

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
requirements document (EX 3)	A needs statement, source of data, summary of calculations etc	
column heading (EX 7)	Identifies each column	
row heading (EX 7)	Identifies each row	
sheet tab (EX 7)	Name of active worksheet	
workbook (EX 7)	A notebook, includes sheets	
worksheet (EX 7)	The name for sheets	
active cell (EX 8)	A cell where you can enter data	
cell (EX 8)	Basic unit of the worksheet	
cell reference (EX 8)	The coordinates	
gridlines (EX 8)	The vertical lines on the worksheet	
Enter (EX 9)	The process of accepting data	
group (EX 9)	Contains related commands	
keyboard indicators (EX 9)	Shows which toggle keys are engaged	
mode indicators (EX 9)	Appears on status bar to specify the current mode of Excel	
normal view (EX 9)	The default view	
Ready (EX 9)	When excel is ready to accept the next command	
Ribbon (EX 9)	Located near the top of the Excel window	
scroll arrows (EX 9)	You can move around the worksheet	
scroll bars (EX 9)	Used to move around the worksheet	
scroll boxes (EX 9)	Used to look at the worksheet	
status bar (EX 9)	Presents information about	

	the worksheet	
tab (EX 9)	Surrounds a collection of groups	
tab split box (EX 9)	To increase or decrease the size of your worksheet	
worksheet window (EX 9)	Your portion of the worksheet	
active tab (EX 10)	The tab currently displayed	
contextual tabs (EX 10)	Tabs that appear when you use a new chart, graph etc etc	
gallery (EX 10)	A set of choices	
Home tab (EX 10)	Contains more frequently used commands	
in-Ribbon (EX 10)	Shows common gallery choices	
live preview (EX 10)	A preview of what that choice would look like without selecting it	
Ribbon commands (EX 10)	Include buttons, boxes, textboxes	
dialog box (EX 11)	Contains additional group commands	
Dialog Box Launcher (EX 11)	Displays a long task pane	
Enhanced ScreenTip (EX 11)	On screen note that gives tips and shortcuts	
ScreenTip (EX 11)	Displays the name of the command	
task pane (EX 11)	Contains additional commands	
formula bar (EX 12)	Where you type the information that appears in the cells	
Mini toolbar (EX 12)	Contains commands related to changing the appearance of the text	
Name box (EX 12)	Displays the active cell	
shortcut menu (EX 12)	A list of frequently used commands	
Quick Access Toolbar (EX 13)	Provides easy access to commands	
menu (EX 14)	Contains a list of commands	
Office Button (EX 14)	Central Location for managing	
submenu (EX 14)	Additional commands	
Key Tip (EX 15)	Displays a code letter	
Key Tip badge (EX 15)	Keyboard code or icon	

text (EX 15)	Used to place titles	
to select a cell (EX 15)	To make active	
Cancel box (EX 17)	Cancels an Entry	
Enter box (EX 17)	Enters an entry	
insertion point (EX 17)	A blinking vertical line	
left-aligned (EX 18)	Cell is positioned at far left	
AutoCorrect feature (EX 19)	Correcting common mistakes	
number (EX 22)	Represents amounts	
range (EX 24)	A series of two or more adjacent cells	
SUM function (EX 24)	Adds up all the numbers selected	
copy area (EX 27)	Cell being copied	
destination area (EX 27)	Receiving the copy	
fill handle (EX 27)	Small black square	
paste area (EX 27)	Reiciveing copy	
relative reference (EX 27)	Adjusted cell	
source area (EX 27)	Cell being copied	
file (EX 29)	A saved workbook	
file name (EX 29)	The named assigned to the saved workbook	
folder (EX 30)	A specific location	
Favorite Links section (EX 31)	Most frequently used links	
format (EX 33)	Emphasizes certain entries	
font color (EX 34)	Color of words	
font size (EX 34)	Size of Words	
font style (EX 34)	Style of text	
font type (EX 34)	Type of text	
point size (EX 34)	Size of single point	
theme (EX 37)	Collection of cell styles	
bold (EX 38)	Making text stand out	
merging cells (EX 40)	Combining two or more cells	
splitting a merged cell (EX 41)	To unmerge or split cells	
embedded chart (EX 49)	A chart on the same worksheet as your spreadsheet	
value axis (EX 50)	The vertical axis of the chart	
y-axis (EX 50)	Vertical axis of the chart	
category axis (EX 52)	Horizontal axis	
x-axis (EX 52)	Horizontal Axis	
snaps (EX 53)	Aligns	
automatically updated properties (EX 54)	Include, date, time, size, etc	
document properties (EX 54)	The details of the file	

keywords (EX 54)	Words that are used to describe the document	
legend (EX 54)	Colors assigned to each part of the chart	
metadata (EX 54)	Document properties	
standard properties (EX 54)	Include author, title, section	
Document Information Panel (EX 55)	Contains areas where you can view and enter document properties	
hard copy (EX 57)	A printout of your worksheet	
printout (EX 57)	A hardcopy	
AutoCalculate area (EX 62)	Re-Checking numbers	
Edit mode (EX 63)	Displays active cells information	
in-cell editing (EX 64)	Making changes directly in the active cell	
Insert mode (EX 64)	Typing in cell	
Overtyping mode (EX 64)	Excel replaces the character to the right of the insertion point	
Excel Help (EX 67)	A help screen	
Microsoft Office Excel 2007 (EX 2)	A program used to make charts, graphs and hold data	