

# Microsoft Office Excel 2007

## Chapter Two: Formulas, Functions, Formatting, and Web Queries

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### Double Entry Definition Journal

| Key term                          | Definition   | How does this key term relate to your prior experience? |
|-----------------------------------|--|---|
| formula (EX 90)                   | A tool to calculate results                                      |   |
| asterisk (EX 91)                  | Directs excel to perform operation                               |   |
| order of operations (EX 92)       | Moving from left to right  |   |
| Point mode (EX 93)                | Allows you to select cells for use in formula by using the mouse |   |
| relative cell references (EX 96)  | Column portion of references                                     |   |
| smart tag indicator (EX 96)       | Indicate smart tag is available                                  |   |
| smart tags (EX 96)                | Specific tags  |   |
| arguments (EX 98)                 | Values you use with a function                                   |   |
| blank cell (EX 98)                | A cell has a value of zero                                       |   |
| AVERAGE function (EX 99)          | Sums up numbers  |   |
| MAX function (EX 101)             | Displays highest value of range                                  |   |
| MIN function (EX 102)             | Lowest number of range   |   |
| Range Finder (EX 106)             | To check which cells are referenced                              |   |
| theme (EX 107)                    | Predefined set colors  |   |
| Accounting Number Format (EX 114) | To append a dollar sign  |   |
| Comma style format (EX 114)       | Inserts comma every three positions                              |   |
| floating dollar sign (EX 114)     | Appears immediately in currency style                            |   |
| condition (EX 118)                | Two values and a relational operator                             |   |
| conditional formatting (EX 118)   | Value cells match conditions you specify                         |   |
| best fit (EX 122)                 | Column increased or decreased                                    |   |
| hiding cells (EX 122)             | Hide data that isn't relevant                                    |   |

|  |  |  |
|--|--|--|
| pixel (EX 122)                               | Dot on screen that contains color          |  |
| spell checker (EX 127)                       | To correct any spelling mistakes           |  |
| landscape orientation (EX 129)               | Across length of page                      |  |
| Normal View (EX 129)                         | Default view                               |  |
| Page Layout View (EX 129)                    | Create a modify worksheet                  |  |
| portrait orientation (EX 129)                | Printed out across width of page           |  |
| previewing the worksheet (EX 132)            | How it will look when its printed          |  |
| debugging (EX 135)                           | Finding and correcting errors              |  |
| formulas version (EX 135)                    | Shows actual formulas you have entered     |  |
| values version (EX 135)                      | Results of formulas                        |  |
| Web query (EX 137)                           | Import your data to a website              |  |
| e-mail (EX 142)                              | Electronic letter                          |  |
| function (EX 82, EX 98)                      | Prewritten formula                         |  |
| equal sign (EX 91)fixed dollar sign (EX 114) | Lets excel know you are entering a formula |  |