

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.
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text.	I have used this.
order of operations (EX 74)	Moving from left to right in a formula.	I have not used this before.
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse.	I have used this.
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references.	I have not used this before.
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks.	I have not used this before.
blank cell (EX 80)	Has a numerical value of zero.	I have used this.
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 cells in the range.	I have used this.
function (EX 81)	Takes a value or values, performs an operation, and	I have used this.

	returns a result to the cell.	
MAX function (EX 82)	Displays the highest value in a range.	I have used this.
MIN function (EX 84)	Displays the lowest value in a range.	I have used this.
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell.	I have used this.
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 used this.
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 used this.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit.	I have used this.
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces.	I have used this.
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 not used this before.
character (EX 107)	A letter, number, symbol, or punctuation mark.	I have used this.
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I have used this.
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 used this.

spell checker (EX 111)	Used to check the worksheet for spelling errors.	I have used this.
landscape orientation (EX 113)	The printout is printed across the length of the page.	I have used this.
portrait orientation (EX 113)	The printout is printed across the width of the page.	I have used this.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout.	I have used this.
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.
values version (EX 118)	Shows the results of the formulas you have entered.	I have not used this before.
Web query (EX 120)	Imports the external data in the form of a worksheet.	I have not used this before.
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet.	I have used this.