

Name _____

Microsoft Office 2003

Concepts and Techniques

EXCEL 2003

PROJECT THREE

WHAT-IF ANALYSIS, CHARTING, AND WORKING WITH LARGE WORKSHEETS

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
assumptions (EX 146)	Values in cells that you can change to determine new values for formulas.	I have not used this before.
Office Clipboard (EX 157)	Special place in the computers memory that allows you to collect text and graphic items.	I have used this.
drag and drop (EX 159)	Using the mouse to move or copy cells.	I have used this.
#REF! (EX 162)	Error indicating cell reference error.	I have not used this before.
freeze the titles (EX 163)	When Excel displays the titles on the screen, no matter how far down to the right you scroll.	I have used this.
date stamp (EX 165)	Shows the date a workbook, report, or other document was created or the period it represents.	I have not used this before.
NOW function (EX 165)	One of the 14 date and time functions available in Excel.	I have not used this before.
absolute cell reference (EX 168)	Instructs Excel to keep the cell reference.	I have used this.
mixed cell reference (EX 168)	A cell reference with only one dollar sign before either the column or the row.	I have used this.

relative cell reference (EX 168)	Instructs Excel to adjust the cell reference as it copies it to the destination area.	I have used this.
IF function (EX 171)	Useful when you want to assign a value to a cell based on a logical test.	I have used this.
nested IF function (EX 176)	The action to be taken for the true or false case includes yet another IF function.	I have used this.
Drawing toolbar (EX 181)	Provides tools.	I have used this.
floating toolbar (EX 182)	Displayed in its own window and can be moved anywhere in the Excel window.	I have used this.
toolbar dock (EX 182)	If you drag the toolbar close to the edge of the window, Excel positions the toolbar here.	I have used this.
category names (EX 187)	Ranges to chart nonadjacent ranges.	I have not used this before.
chart sheet (EX 187)	Pie chart resides on a separate sheet.	I have used this.
data series (EX 187)	Contains data that determines the size of the slices in the pie.	I have not used this before.
exploded Pie chart (EX 187)	A Pie chart with one or more slices offset.	I have used this.
Pie chart (EX 187)	Used to show the relationship or proportion of parts to whole.	I have used this.
offsetting (EX 194)	Exploding.	I have not used this before.
horizontal split bar (EX 204)	Going across the middle of the window.	I have used this.
sensitivity analysis (EX 204)	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell.	I have not used this before.
vertical split bar (EX 204)	Bar going up and down middle of the window.	I have used this.
what-if analysis (EX 204)	Using Excel to scrutinize	I have not used this before.

	the impact of changing values in cells that are referenced by a formula in another cell.	
goal seeking (EX 206)	Determines the value of a cell on which the formula depends.	I have used this.