

Microsoft Office 2003

Concepts and Techniques

EXCEL 2003

PROJECT ONE

CREATING A WORKSHEET AND EMBEDDED CHART

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
Web support (EX6)	Allows users to save Excel worksheets or parts of a worksheet in HTML format	I have seen this before in Office Apps.
chart (EX 4)	Display data and statistics	I have used this before.
lists (EX 4)	Organize and store data	I don't really know what this is.
requirements document (EX 5)	Includes a needs statement, source of data, summary of calculations + other special things	I have not used this before.
Language bar (EX 8)	Contains buttons that allow you to speak commands and text	I have not used or heard of this before.
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks	I have seen this before.
workbook (EX 9)	Like a notebook	I have used this.
worksheet (EX 9)	Sheets inside workbook	I used this.
cell (EX 10)	Basic unit of a worksheet into which you enter data	I have used this many times.
column heading (EX 10)	Identifies each column	I have used this before many times.
row heading (EX 10)	Row number on left side of grid that identifies each	I have used this a couple times.

	row	
sheet tab (EX 10)	Sheet name for workbook at bottom of page	I have seen this a couples times before.
active cell (EX 11)	Cell that you can enter data	I have encountered this.
cell reference (EX 11)	Coordinates of the intersection of a column and row	I don't know if I have used this or even seen it.
gridlines (EX 11)		
menu (EX 11)	A list of commands that you can use to retrieve, store, print, and manipulate data on worksheet	I have seen and used this.
menu bar (EX 11)	Special toolbar	I have definitely encountered this.
menu name (EX 11)	Represents a menu	I have seen this before.
scroll arrows (EX 11)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
scroll bars (EX 11)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
scroll boxes (EX 11)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
submenu (EX 11)	Use to choose a command	I have seen this.
tab split box (EX 11)	Increase or decrease the view of the sheet tabs	I don't know what this is.
worksheet window (EX 11)	View the portion of the worksheet displayed on the screen	I have seen this and maybe used it too.
dimmed command (EX 12)	Appears gray, or dimmed, instead of black, which indicates it is not available for current selection	I have seen this.
full menu (EX 12)	Lists all commands associated with menu	I see this all the time.
hidden command (EX 12)	Command with medium	I don't know what this is.

	blue shading to the left of it on the full menu	
short menu (EX 12)	Listing the most recently used commands	I believe I have seen this before.
move handle (EX 13)	Can use to display all the buttons on either toolbar	I think I have seen or used this.
ScreenTip (EX 13)	Displays the name of the button or bow below	I have seen this a couple times before.
Enter mode (EX 14)	Excel is in the process of accepting data through the keyboard into the active cell	I have used this many times.
formula bar (EX 14)	Allows users to save Excel worksheets or parts of a worksheet in HTML format	I have seen this before in Office Apps.
mode indicators (EX 14)	Display data and statistics	I have used this before.
Ready mode (EX 14)	Organize and store data	I don't really know what this is.
status bar (EX 14)	Includes a needs statement, source of data, summary of calculations + other special things	I have not used this before.
closed (Language bar status) (EX 15)	Contains buttons that allow you to speak commands and text	I have not used or heard of this before.
hidden (Language bar status) (EX 15)	A separate window that enables users to carry out some Excel tasks	I have seen this before.
keyboard indicators (EX 15)	Like a notebook	I have used this.
Office Speech Recognition software (EX 15)	Sheets inside workbook	I used this.
selecting (EX 16)	Basic unit of a worksheet into which you enter data	I have used this many times.
speech playback (EX 16)	Identifies each column	I have used this before many times.
text (EX 16)	Row number on left side of grid that identifies each row	I have used this a couple times.
AutoCorrect feature (EX	Sheet name for workbook	I have seen this a

18)	at bottom of page	couples times before.
Cancel box (EX 18)	Cell that you can enter data	I have encountered this.
Enter box (EX 18)	Coordinates of the intersection of a column and row	I don't know if I have used this or even seen it.
insertion point (EX 18)		
left-aligned (EX 18)	A list of commands that you can use to retrieve, store, print, and manipulate data on worksheet	I have seen and used this.
number (EX 21)	Special toolbar	I have definitely encountered this.
range (EX 23)	Represents a menu	I have seen this before.
SUM function (EX 23)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
copy area (EX 25)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
destination area (EX 25)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
fill handle (EX 25)	Use to choose a command	I have seen this.
paste area (EX 25)	Increase or decrease the view of the sheet tabs	I don't know what this is.
relative reference (EX 25)	View the portion of the worksheet displayed on the screen	I have seen this and maybe used it too.
source area (EX 25)	Appears gray, or dimmed, instead of black, which indicates it is not available for current selection	I have seen this.
see-through view (EX 26)	Lists all commands associated with menu	I see this all the time.
font color (EX 28) font size (EX 28)	Command with medium blue shading to the left of	I don't know what this is.

	it on the full menu	
font style (EX 28)	Listing the most recently used commands	I believe I have seen this before.
font type (EX 28)	Can use to display all the buttons on either toolbar	I think I have seen or used this.
formatting (EX 28)	Displays the name of the button or bow below	I have seen this a couple times before.
point size (EX 28)	Excel is in the process of accepting data through the keyboard into the active cell	I have used this many times.
bold (EX 30)	Allows users to save Excel worksheets or parts of a worksheet in HTML format	I have seen this before in Office Apps.
merging cells (EX 32)	Display data and statistics	I have used this before.
splitting a merged cell (EX 33)	Organize and store data	I don't really know what this is.
autoformat (EX 34)	Includes a needs statement, source of data, summary of calculations + other special things	I have not used this before.
chart location (EX 38)	Contains buttons that allow you to speak commands and text	I have not used or heard of this before.
embedded chart (EX 38) value axis (EX 38)	A separate window that enables users to carry out some Excel tasks	I have seen this before.
value axis (EX 38)	Like a notebook	I have used this.
y-axis (EX 38)	Sheets inside workbook	I used this.
category axis (EX 41)	Basic unit of a worksheet into which you enter data	I have used this many times.
default chart type (EX 41)	Identifies each column	I have used this before many times.
legend (EX 41)	Row number on left side of grid that identifies each row	I have used this a couple times.
x-axis (EX 41)	Sheet name for workbook at bottom of page	I have seen this a couples times before.
.xls (EX 43)	Cell that you can enter data	I have encountered this.

file (EX 43)	Coordinates of the intersection of a column and row	I don't know if I have used this or even seen it.
backup copy (EX 44)		
Case	A list of commands that you can use to retrieve, store, print, and manipulate data on worksheet	I have seen and used this.
case-sensitive (EX 44)	Special toolbar	I have definitely encountered this.
hard copy (EX 44) printout (EX 44)	Represents a menu	I have seen this before.
print area (EX 45)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
AutoCalculate area (EX 48)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
Edit mode (EX 50)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.