

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

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I have just used this during this class.
MIN function (EX 84)	Displays the lowest value in a range	I have just used this during this class.
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I don't understand what this is.
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 just used this during this class.
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 just used this during this class.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I have just used this during this class.
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I have just used this during this class.
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I don't understand what this is.
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 just used this during this class.
character (EX 107)	A letter, number, symbol, or punctuation mark	I have just used this during this class.
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I have just used this during this class.
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 never used this

spell checker (EX 111)	Used to check the worksheet for spelling errors	I only use this in Word
landscape orientation (EX 113)	The printout is printed across the length of the page	I have just used this during this class.
portrait orientation (EX 113)	The printout is printed across the width of the page	I don't understand what this is.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I have just used this during this class.
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I don't understand what this is.
formulas version (EX 118)	shows the actual formulas you have entered	I have just used this during this class.
values version (EX 118)	Shows the results of the formulas you have entered	I have just used this during this class.
Web query (EX 120)	Imports the external data in the form of a worksheet	I have just used this during this class.
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I have never used this