

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 (EX4)	Allows users to save Excel worksheet in HTML format, so a user can view and manipulate the worksheet without using a browser.	I haven't used this
chart (EX 4)	Excel can draw a variety of charts.	I have just used this for the Excel project
lists (EX 4)		
requirements document (EX 5)		
Language bar (EX 8)		
task pane (EX 8)		
workbook (EX 9)		
worksheet (EX 9)		
cell (EX 10)		
column heading (EX 10)		
row heading (EX 10)		
sheet tab (EX 10)		
active cell (EX 11)		

cell reference (EX 11)		
gridlines (EX 11)		
menu (EX 11)		
menu bar (EX 11)		
menu name (EX 11)		
scroll arrows (EX 11)		
scroll bars (EX 11)		
scroll boxes (EX 11)		
submenu (EX 11)		
tab split box (EX 11)		
worksheet window (EX 11)		
dimmed command (EX 12)		
full menu (EX 12)		
hidden command (EX 12)		
short menu (EX 12)		
move handle (EX 13)		
ScreenTip (EX 13)		
Enter mode (EX 14)		
formula bar (EX 14)		
mode indicators (EX 14)		
Ready mode (EX 14)		
status bar (EX 14)		
closed (Language bar status) (EX 15)		

hidden (Language bar status) (EX 15)		
keyboard indicators (EX 15)		
Office Speech Recognition software (EX 15)		
selecting (EX 16)		
speech playback (EX 16)		
text (EX 16)		
AutoCorrect feature (EX 18)		
Cancel box (EX 18)		
Enter box (EX 18)		
insertion point (EX 18)		
left-aligned (EX 18)		
number (EX 21)		
range (EX 23)		
SUM function (EX 23)		
copy area (EX 25)		
destination area (EX 25)		
fill handle (EX 25)		
paste area (EX 25)		
relative reference (EX 25)		
source area (EX 25)		
see-through view (EX 26)		

font color (EX 28) font size (EX 28)		
font style (EX 28)		
font type (EX 28)		
formatting (EX 28)		
point size (EX 28)		
bold (EX 30)		
merging cells (EX 32)		
splitting a merged cell (EX 33)		
autoformat (EX 34)		
chart location (EX 38)		
embedded chart (EX 38) value axis (EX 38)		
value axis (EX 38)		
y-axis (EX 38)		
category axis (EX 41)		
default chart type (EX 41)		
legend (EX 41)		
x-axis (EX 41)		
.xls (EX 43)		
file (EX 43)		
backup copy (EX 44)		
Case		
case-sensitive (EX 44)		

hard copy (EX 44) printout (EX 44)		
print area (EX 45)		
AutoCalculate area (EX 48)		
Edit mode (EX 50)		
in-cell editing (EX 50)		
Insert mode (EX 51)		
Overtyping mode (EX 51)		
clear (EX 52)		
Excel Help system (EX 53)		