

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)	The values in cells that you can change to determine new values for formulas	I have just learned this.
Office Clipboard (EX 157)	A special place in the computer's memory that allows you to collect text and office items from a word doc and paste them into another	I use this often.
drag and drop (EX 159)	Using the mouse to move or copy cells	I use this often.
#REF! (EX 162)	This indicates a cell reference error	I have just learned this.
freeze the titles (EX 163)	Displays the titles on the screen, no matter how far down or to the right you scroll	I have just learned this.
date stamp (EX 165)	Show the date a workbook, report, or other document was created or the period it represents.	I have just learned this.
NOW function (EX 165)	One of the 14 date and time functions that is equivalent to the current date.	I have just learned this.
absolute cell reference (EX 168)	Instructs excel to keep the cell reference constant as the formula is copied.	I have just learned this.

mixed cell reference (EX 168)	A cell reference with only one dollar sign before either the column or row.	I have just learned this.
cell reference (EX 168)	Instructs excel to keep the cell reference constant.	I have just learned this.
relative cell reference (EX 168)	Instructs excel to adjust the cell reference as it copies it to the destination area.	I have just learned this.
IF function (EX 171)	When you want to assign a value to a cell based on a logical test.	I have just learned this.
nested IF function (EX 176)	The action to be taken for the true or false case includes yet another IF function.	I have just learned this.
Drawing toolbar (EX 181)	Provides tools that can simplify adding lines, boxes, and other geometric figures to a work sheet.	I use this often.
floating toolbar (EX 182)	This is displayed in its own window and can be moved anywhere in the Excel window.	I use this often.
toolbar dock (EX 182)	You can drag your tool bars to here.	I use this often.
category names (EX 187)	These identify the slices of a pie chart.	I use this often.
chart sheet (EX 187)	A separate sheet that only contains a chart.	I use this often.
data series (EX 187)	Contains the data that determines the size of the slices in the pie.	I use this often.
exploded Pie chart (EX 187)	A pie chart with one or more slices offset.	I use this often.
Pie chart (EX 187)	A round chart that organizes data into sizes of slices.	I use this often.
offsetting (EX 194)	Exploding a slice so that it stands out from the rest of the slices.	I use this often.
horizontal split bar (EX 204)	Horizontal bar going across the middle when you split the window.	I have just learned this.
sensitivity analysis (EX 204)	Impact of changing cells that are referenced by a formula in another cell	I have just learned this.

vertical split bar (EX 204)	The bar going up and down in the middle of the window.	I have just learned this.
what-if analysis (EX 204)	The bar going up and down in the middle of the window.	I have just learned this.
goal seeking (EX 206)	This determines the value of a cell on which formula depends.	I have just learned this.