

# 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 had to use this last year
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I used this last year
order of operations (EX 74)	Moving from left to right in a formula	I used this in school last year
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I use this every time I use excel
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I don't really know what this is
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	Excel does this function for me automatically
blank cell (EX 80)	Has a numerical value of zero	Excel is like this when I start a new sheet
arguments (EX 81)	The values that you use with a function	I have used this before
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	No experience
function (EX 81)	Takes a value or values, performs an operation, and	I have used this before

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	No experience
MIN function (EX 84)	Displays the lowest value in a range	No experience
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	No experience
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	No experience
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 used this before
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I have used this before
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	No experience
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	No experience
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	No experience
character (EX 107)	A letter, number, symbol, or punctuation mark	No experience
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	No experience
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	No experience

spell checker (EX 111)	Used to check the worksheet for spelling errors	I have used this before
landscape orientation (EX 113)	The printout is printed across the length of the page	I have used this before
portrait orientation (EX 113)	The printout is printed across the width of the page	I have used this before
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I have used this before
debugging (EX 118)	The process of finding and correcting errors in the worksheet	No experience
formulas version (EX 118)	shows the actual formulas you have entered	No experience
values version (EX 118)	Shows the results of the formulas you have entered	I have used this before
Web query (EX 120)	Imports the external data in the form of a worksheet	No experience
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I have used this before