

Microsoft Office Excel 2007

Chapter One: Creating a Worksheet and an Embedded Chart

Double Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
requirements document (EX 3)	Includes statement, source of data, summary of calculations	8 th grade
column heading (EX 7)	Identifies each column	8 th grade
row heading (EX 7)	Identifies each row	8 th grade
sheet tab (EX 7)	Bottom of the workbook	8 th grade
workbook (EX 7)	Like a notebook	9 th grade
worksheet (EX 7)	Inside workbook	9 th grade
active cell (EX 8)	Where you can enter data	8 th grade
cell (EX 8)	Basic unit of a worksheet into which you enter data.	8 th grade
cell reference (EX 8)	Coordinates of the intersection of a column and a row.	9 th grade
gridlines (EX 8)	Identify each cell	9 th grade
Enter (EX 9)	Accepting data through the keyboard	8 th grade
group (EX 9)	Related commands	8 th grade
keyboard indicators (EX 9)	Toggle keys are engaged	9 th grade
mode indicators (EX 9)	Appear on the status bar	8 th grade
normal view (EX 9)	Default view	8 th grade
Ready (EX 9)	Accept the next command	9 th grade
Ribbon (EX 9)	Center in Excel	9 th grade
scroll arrows (EX 9)	Move worksheet window around	8 th grade
scroll bars (EX 9)	Same as scroll arrows	8 th grade
scroll boxes (EX 9)	Same as scroll boxes	8 th grade
status bar (EX 9)	Shows information about the worksheet	9 th grade
tab (EX 9)	Surrounds a collection of groups	9 th grade
tab split box (EX 9)	Increase or decrease the view of the sheet tab	9 th grade
worksheet window (EX 9)	View portion of the worksheet	9 th grade

active tab (EX 10)	Tab currently displayed	9 th grade
contextual tabs (EX 10)	Perform certain tasks or work with objects such as tables	8 th grade
gallery (EX 10)	Set of choices	9 th grade
Home tab (EX 10)	Primary tab	8 th grade
in-Ribbon (EX 10)	Shows common gallery choices	9 th grade
live preview (EX 10)	Feature that allows you to point to a gallery choice	9 th grade
Ribbon commands (EX 10)	Buttons or boxes	9 th grade
dialog box (EX 11)	Additional commands	8 th grade
Dialog Box Launcher (EX 11)	Displays a dialog box	9 th grade
Enhanced ScreenTip (EX 11)	On screen note	9 th grade
ScreenTip (EX 11)	Name of the command	8 th grade
task pane (EX 11)	By contrast	9 th grade
formula bar (EX 12)	Where it displays the entry	8 th grade
Mini toolbar (EX 12)	Contains commands	9 th grade
Name box (EX 12)	Left of formula bar	8 th grade
shortcut menu (EX 12)	List of commands	9 th grade
Quick Access Toolbar (EX 13)	Located by default	8 th grade
menu (EX 14)	List of commands	9 th grade
Office Button (EX 14)	Central location	9 th grade
submenu (EX 14)	List of additional commands	9 th grade
Key Tip (EX 15)	Select command with keyboard	9 th grade
Key Tip badge (EX 15)	Keyboard code icon	8 th grade
text (EX 15)	Used to place titles	9 th grade
to select a cell (EX 15)	Make it active	9 th grade
Cancel box (EX 17)	Cancels an entry	9 th grade
Enter box (EX 17)	Completes an entry	8 th grade
insertion point (EX 17)	Blinking vertical line	9 th grade
left-aligned (EX 18)	Far left in the cell	9 th grade
AutoCorrect feature (EX 19)	Correcting common errors	8 th grade
number (EX 22)	Can contain 0 1 2 3 4 5 6 7 8 9 + - () , / . \$ % E e	8 th grade
range (EX 24)	Series of two or more adjacent cells	8 th grade
SUM function (EX 24)	Adds all numbers in a range of cells	8 th grade
copy area (EX 27)	Cell being copied	9 th grade
destination area (EX 27)	Range of cells receiving the copy	9 th grade
fill handle (EX 27)	Small black square located in	8 th grade

	the lower right corner of the heavy border around the active cell	
paste area (EX 27)	Same as destination area	8 th grade
relative reference (EX 27)	Adjusted cell reference	9 th grade
source area (EX 27)	Same as copy area	9 th grade
file (EX 29)	Saved workbook	9 th grade
file name (EX 29)	Name assigned to a file when saved	8 th grade
folder (EX 30)	Specific location on a storage medium	9 th grade
Favorite Links section (EX 31)	Change the save location	9 th grade
format (EX 33)	Worksheet emphasize certain entries	9 th grade
font color (EX 34)	Color of font	8 th grade
font size (EX 34)	Size of font	8 th grade
font style (EX 34)	Style of font	8 th grade
font type (EX 34)	Type of font	8 th grade
point size (EX 34)	Size of letters	8 th grade
theme (EX 37)	Theme of worksheet	8 th grade
bold (EX 38)	Darken and blackened	8 th grade
merging cells (EX 40)	Creating a single cell by combining two or more selected cell	9 th grade
splitting a merged cell (EX 41)	Opposite of merging cells	9 th grade
embedded chart (EX 49)	Drawn on the same worksheet at the data	8 th grade
value axis (EX 50)	In the chart	9 th grade
y-axis (EX 50)	Vertical line	9 th grade
category axis (EX 52)	Same as x-axis	8 th grade
x-axis (EX 52)	Horizontal line	9 th grade
snaps (EX 53)	Aligns	9 th grade
automatically updated properties (EX 54)	File system properties	9 th grade
document properties (EX 54)	Details about a file	8 th grade
keywords (EX 54)	Words or phrases that further describe the document	9 th grade
legend (EX 54)	Identifies the colors assigned to each bar in the chart	9 th grade
metadata (EX 54)	Include author information	8 th grade
standard properties (EX 54)	Microsoft office author information	9 th grade
Document Information Panel	Contains areas where you can	9 th grade

(EX 55)	view and enter document properties	
hard copy (EX 57)	Printed version of worksheet	8 th grade
printout (EX 57)	Same as hard copy	8 th grade
AutoCalculate area (EX 62)	On status bar	9 th grade
Edit mode (EX 63)	Excel displays the active cell entry in the formula bar	9 th grade
in-cell editing (EX 64)	Can edit contents directly	9 th grade
Insert mode (EX 64)	As you type a character	8 th grade
Overtyping mode (EX 64)	Excel overtype	9 th grade
Excel Help (EX 67)	To find answers	9 th grade
Microsoft Office Excel 2007 (EX 2)	Spreadsheet program	8 th grade