

Microsoft Office Excel 2007

Chapter Two: Formulas, Functions, Formatting, and Web Queries

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
formula (EX 90)	Calculate the results	7 th grade
asterisk (EX 91)	Multiplication	7 th grade
order of operations (EX 92)	Order in which to do a math problem	7 th grade
Point mode (EX 93)	Allows you to select cells for use in formula by using the mouse	8 th grade
relative cell references (EX 96)	Cell references	9 th grade
smart tag indicator (EX 96)	Indicate that a smart tag is available	9 th grade
smart tags (EX 96)	Takes on specific data in workbooks	9 th grade
arguments (EX 98)	The values that you use with a function	7 th grade
blank cell (EX 98)	Numerical value of zero	8 th grade
AVERAGE function (EX 99)	Sums the numbers in the specified range and then divides the sum by the number of nonzero cells in the range	7 th grade
MAX function (EX 101)	Displays the highest value in a range	9 th grade
MIN function (EX 102)	Determine the lowest number in the range	9 th grade
Range Finder (EX 106)	To check which cells are referenced in the formula assigned to the active cell	8 th grade
theme (EX 107)	Predefined set of colors, fonts etc.	7 th grade
Accounting Number Format (EX 114)	With a dollar sign to the left of the number	9 th grade
Comma style format (EX 114)	Can be assigned to a range of	8 th grade

	cells by clicking comma style	
floating dollar sign (EX 114)	That appears immediately to the left of the first digit with no spaces	7 th grade
condition (EX 118)	Made up of two values and a relational operator	9 th grade
conditional formatting (EX 118)	Type of formatting	9 th grade
best fit (EX 122)	Width of the column will be increased or decreased so the widest entry will fit	7 th grade
hiding cells (EX 122)	To hide data that may not be relevant	8 th grade
pixel (EX 122)	Dot on the screen that contains a color	8 th grade
spell checker (EX 127)	Check the worksheet for spelling error	7 th grade
landscape orientation (EX 129)	Means the printout is printed across the length of the page	7 th grade
Normal View (EX 129)	Default view	7 th grade
Page Layout View (EX 129)	Allows you to create or modify a worksheet while viewing how it will look in printed format	7 th grade
portrait orientation (EX 129)	The printout is printed across the width of the page.	7 th grade
previewing the worksheet (EX 132)	Exactly how it will look without generating a printout	9 th grade
debugging (EX 135)	Process of finding and correcting errors in the worksheet	9 th grade
formulas version (EX 135)	Shows the actual formulas you have entered	9 th grade
values version (EX 135)	Shows the results of the formulas you have entered	9 th grade
Web query (EX 137)	Import data stored on a Web site	9 th grade
e-mail (EX 142)	Electronic transmission of messages and files to and from computers	7 th grade
function (EX 82, EX 98)	Takes a value or values	8 th grade
equal sign (EX 91)fixed dollar sign (EX 114)	Alerts excel that you are entering a formula or function not text	7 th grade

