

# 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 don't know what this is
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I have used this before
order of operations (EX 74)	Moving from left to right in a formula	I don't know what this is
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I have use this times before
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I think I have seen this before
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I don't what this is
blank cell (EX 80)	Has a numerical value of zero	I have used this many times before
arguments (EX 81)	The values that you use with a function	I think I have done 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	I have used this before
function (EX 81)	Takes a value or values, performs an operation, and	I have used this many times

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I have seen this
MIN function (EX 84)	Displays the lowest value in a range	I have used this
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I have found it and used it, but probably can't or do it again or find it
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	I have used this before
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
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	I have not used this
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I don't know what this is
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	I have used this once or twice
character (EX 107)	A letter, number, symbol, or punctuation mark	I have defiantly used this
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I think I know what this is
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	I have used this once before

spell checker (EX 111)	Used to check the worksheet for spelling errors	I have used this many times
landscape orientation (EX 113)	The printout is printed across the length of the page	I have used this a couple times
portrait orientation (EX 113)	The printout is printed across the width of the page	I have seen this
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I use this all the time
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I don't know what this is
formulas version (EX 118)	shows the actual formulas you have entered	I have used this once
values version (EX 118)	Shows the results of the formulas you have entered	I have used this
Web query (EX 120)	Imports the external data in the form of a worksheet	I don't know what this is
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I use this all the time