

# Microsoft Office 2003

## Concepts and Techniques

### EXCEL 2003

#### PROJECT ONE

## CREATING A WORKSHEET AND EMBEDDED CHART

### KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
Web support (EX6)	Allows users to save Excel worksheets or parts of a worksheet in HTML format	I have seen this before in Office Apps.
chart (EX 4)	Display data and statistics	I have used this before.
lists (EX 4)	Organize and store data	I don't really know what this is.
requirements document (EX 5)	Includes a needs statement, source of data, summary of calculations + other special things	I have not used this before.
Language bar (EX 8)	Contains buttons that allow you to speak commands and text	I have not used or heard of this before.
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks	I have seen this before.
workbook (EX 9)	Like a notebook	I have used this.
worksheet (EX 9)	Sheets inside workbook	I used this.
cell (EX 10)	Basic unit of a worksheet into which you enter data	I have used this many times.
column heading (EX 10)	Identifies each column	I have used this before many times.
row heading (EX 10)	Row number on left side of grid that identifies each row	I have used this a couple times.
sheet tab (EX 10)	Sheet name for workbook at bottom of page	I have seen this a couples times before.
active cell (EX 11)	Cell that you can enter data	I have encountered this.

cell reference (EX 11)	Coordinates of the intersection of a column and row	I don't know if I have used this or even seen it.
gridlines (EX 11)		
menu (EX 11)	A list of commands that you can use to retrieve, store, print, and manipulate data on worksheet	I have seen and used this.
menu bar (EX 11)	Special toolbar	I have definitely encountered this.
menu name (EX 11)	Represents a menu	I have seen this before.
scroll arrows (EX 11)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
scroll bars (EX 11)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
scroll boxes (EX 11)	Use to move the worksheet window around to view different parts of active worksheet	I have used this many times.
submenu (EX 11)	Use to choose a command	I have seen this.
tab split box (EX 11)	Increase or decrease the view of the sheet tabs	I don't know what this is.
worksheet window (EX 11)	View the portion of the worksheet displayed on the screen	I have seen this and maybe used it too.
dimmed command (EX 12)	Appears gray, or dimmed, instead of black, which indicates it is not available for current selection	I have seen this.
full menu (EX 12)	Lists all commands associated with menu	I see this all the time.
hidden command (EX 12)	Command with medium blue shading to the left of it on the full menu	I don't know what this is.
short menu (EX 12)	Listing the most recently used commands	I believe I have seen this before.
move handle (EX 13)	Can use to display all the buttons on either toolbar	I think I have seen or used this.

ScreenTip (EX 13)	Displays the name of the button or bow below	I have seen this a couple times before.
Enter mode (EX 14)	Excel is in the process of accepting data through the keyboard into the active cell	I have used this many times.
formula bar (EX 14)		
mode indicators (EX 14)		
Ready mode (EX 14)		
status bar (EX 14)		
closed (Language bar status) (EX 15)		
hidden (Language bar status) (EX 15)		
keyboard indicators (EX 15)		
Office Speech Recognition software (EX 15)		
selecting (EX 16)		
speech playback (EX 16)		
text (EX 16)		
AutoCorrect feature (EX 18)		
Cancel box (EX 18)		
Enter box (EX 18)		
insertion point (EX 18)		
left-aligned (EX 18)		
number (EX 21)		
range (EX 23)		

SUM function (EX 23)		
copy area (EX 25)		
destination area (EX 25)		
fill handle (EX 25)		
paste area (EX 25)		
relative reference (EX 25)		
source area (EX 25)		
see-through view (EX 26)		
font color (EX 28) font size (EX 28)		
font style (EX 28)		
font type (EX 28)		
formatting (EX 28)		
point size (EX 28)		
bold (EX 30)		
merging cells (EX 32)		
splitting a merged cell (EX 33)		
autoformat (EX 34)		
chart location (EX 38)		
embedded chart (EX 38) value axis (EX 38)		
value axis (EX 38)		
y-axis (EX 38)		
category axis (EX 41)		

default chart type (EX 41)		
legend (EX 41)		
x-axis (EX 41)		
.xls (EX 43)		
file (EX 43)		
backup copy (EX 44)		
Case		
case-sensitive (EX 44)		
hard copy (EX 44) printout (EX 44)		
print area (EX 45)		
AutoCalculate area (EX 48)		
Edit mode (EX 50)		