

Name \_\_\_\_\_

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 use this
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I use this for formulas
order of operations (EX 74)	Moving from left to right in a formula	I remember using this somewhat
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I use this all the time
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I do use this
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I remember using this somewhat
blank cell (EX 80)	Has a numerical value of zero	I see this
arguments (EX 81)	The values that you use with a function	I do use this
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 use this when needed
function (EX 81)	Takes a value or values, performs an operation, and	I use this all the time

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I use this a lot.
MIN function (EX 84)	Displays the lowest value in a range	I use this a lot.
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I do recall using this.
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 use this with numbers.
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 do use this.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I have seen and used this before.
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I have seen and used this before.
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I do not recall using this.
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 not yet used this.
character (EX 107)	A letter, number, symbol, or punctuation mark	I always see these.
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I have used this.
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 not used this.

spell checker (EX 111)	Used to check the worksheet for spelling errors	I use this.
landscape orientation (EX 113)	The printout is printed across the length of the page	I have not used this.
portrait orientation (EX 113)	The printout is printed across the width of the page	I have not printed.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	This is the default setting.
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I recall using this one time or another.
formulas version (EX 118)	shows the actual formulas you have entered	I sometimes use this when needed.
values version (EX 118)	Shows the results of the formulas you have entered	I do use this.
Web query (EX 120)	Imports the external data in the form of a worksheet	I have used this before.
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I do not use this.