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Microsoft Office 2003

Concepts and Techniques

EXCEL 2003

PROJECT THREE

WHAT-IF ANALYSIS, CHARTING, AND WORKING WITH LARGE WORKSHEETS

KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
assumptions (EX 146)	Values in cells that you can change.	I have seen this.
Office Clipboard (EX 157)	A special place in the computer's memory that allows you to collect text and graphic items from a document.	I have used this.
drag and drop (EX 159)	Using the mouse to move or copy cells.	I have used this.
#REF! (EX 162)	Indicates a cell reference error.	I have seen this.
freeze the titles (EX 163)	Displays titles on screen no matter how far down you scroll.	I have used this.
date stamp (EX 165)	Shows the date of a workbook.	I have seen this.
NOW function (EX 165)	One of 14 date and time functions in Excel.	I haven't used this.
absolute cell reference (EX 168)	Instructs Excel to keep the cell reference constant.	I have used this.
mixed cell reference (EX 168)	A cell reference with only one dollar sign.	I have used this.
cell reference (EX 168)		
relative cell reference (EX	Instructs Excel to adjust the	I have used this.

168)	cell reference as it copies it to the destination area.	
IF function (EX 171)	Use this when you want to assign a value to a cell based on a logic test.	I have used this.
nested IF function (EX 176)	An IF function where the response if true or false is another IF function.	I have used this.
Drawing toolbar (EX 181)	Provides tools that can simplify adding lines, boxes, and other stuff.	I haven't used this.
floating toolbar (EX 182)	A toolbar displayed on its own window.	I have seen this.
toolbar dock (EX 182)	Excel positions the toolbar here if you drag it to the edge of the window.	I have seen this.
category names (EX 187)	Identify the slices of the pie chart.	I have seen this.
chart sheet (EX 187)	A sheet that contains only the chart.	I have seen this.
data series (EX 187)	A range of cells.	I have seen this.
exploded Pie chart (EX 187)	A pie chart with one or more slices offset.	I have used this.
Pie chart (EX 187)	Shows the relation or proportion of parts as a whole.	I have used this.
offsetting (EX 194)	Moves out a slice of the chart so that it stands out.	I have used this.
horizontal split bar (EX 204)	A horizontal bar going across the middle of the window.	I haven't used this.
sensitivity analysis (EX 204)	Scrutinizes the impact of changing values.	I haven't used this.
vertical split bar (EX 204)	A bar going up and down the screen.	I haven't seen this.
what-if analysis (EX 204)	A formula based on logic.	I have used this.
goal seeking (EX 206)	Changes a variable to achieve the wanted value	I have used this.