

# 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)	Excel displays it as you type.	I have seen it.
mode indicators (EX 14)	Appear on the status bar and specify the current mode of excel.	I have seen it.
Ready mode (EX 14)	Excel is ready to accept the next command.	I have seen it.
status bar (EX 14)	Displays a brief description of the command selected.	I have seen it.
closed (Language bar status) (EX 15)	It is hidden permanently until you enable it .	I have not yet seen this.
hidden (Language bar status) (EX 15)	You do not see it on the screen but it will be displayed next time you start your computer.	I have not yet seen this.
keyboard indicators (EX 15)	Show keys which are engaged.	I have seen it.
Office Speech Recognition software (EX 15)	You can speak the names of various commands.	I haven't used this.
selecting (EX 16)	To make a cell active.	I have seen it.
speech playback (EX 16)	Instructs the computer to read a worksheet to you.	I haven't used this.
text (EX 16)	Is used titles on worksheets.	I have used this.
AutoCorrect feature (EX 18)	Corrects common mistakes.	I have seen it.
Cancel box (EX 18)	Cancels the entry.	I haven't used this.
Enter box (EX 18)	Completes the entry.	I haven't used this.
insertion point (EX 18)	Blinking vertical line that indicates where the next character will appear.	I have seen it.
left-aligned (EX 18)	The cell entry is positioned on the left side of the cell.	I have seen it.
number (EX 21)	Represent amounts.	I have used this.

range (EX 23)	A series of two or more adjacent cells.	I have seen it.
SUM function (EX 23)	Adds the number in a range of cells.	I have used this.
copy area (EX 25)	The cell being copied.	I have seen it.
destination area (EX 25)	The receiving cell.	I have seen it.
fill handle (EX 25)	Small black square at the corner of the highlighted cell.	I have seen it.
paste area (EX 25)	The receiving cell.	I have used this.
relative reference (EX 25)	Each adjusted cell reference.	I have not yet seen this.
source area (EX 25)	The cell being copied.	I have seen it.
see-through view (EX 26)	Heavy border and transparent blue background.	I have seen it.
font color (EX 28) font size (EX 28)	Specifies the size of the characters.	I have used this.
font style (EX 28)	Indicates how the characters are formatted.	I have used this.
font type (EX 28)	Defines the shape and appearance of the characters.	I have used this.
formatting (EX 28)	Emphasizes certain entries.	I have used this.
point size (EX 28)	A measurement system.	I have seen it.
bold (EX 30)	Emphasizes a certain character.	I have used this.
merging cells (EX 32)	Creating a single cell by combining two or more cells.	I have used this.
splitting a merged cell (EX 33)	Opposite of merging cells.	I have used this.
autoformat (EX 34)	A built in collection of formats.	I have seen it.
chart location (EX 38)	The area on the worksheet where the chart appears.	I have seen it.
embedded chart (EX 38)	Drawn on the same	I have used this.

value axis (EX 38)	worksheet as the data.	
value axis (EX 38)	The vertical axis.	I have seen it.
y-axis (EX 38)	The vertical axis.	I have seen it.
category axis (EX 41)	Horizontal axis.	I have seen it.
default chart type (EX 41)	The chart excel draws if you click finish.	I have used this.
legend (EX 41)	Identifies the colors assigned to each bar.	I have seen it.
x-axis (EX 41)	Horizontal axis.	I have seen it.
.xls (EX 43)	The extension for excel files.	I have seen it.
file (EX 43)	A saved workbook.	I have used this.
backup copy (EX 44)	Copies the current version of the workbook to a file with the same name.	I have seen it.
Case	The size of a letter.	I have used this.
case-sensitive (EX 44)	Excel can differentiate between upper and lower case letters.	I have seen it.
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet.	I have seen it.
print area (EX 45)	The range of cells you choose to print.	I haven't used this.
AutoCalculate area (EX 48)	Performs simple equations.	I have used this.
Edit mode (EX 50)	Allows you to edit the cell.	I have used this.