

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)	Allow users to save Excel worksheets or parts of a worksheet in HTML format	
chart (EX 4)	Excel can draw a variety of charts	
lists (EX 4)	Organize and store data.	
requirements document (EX 5)	Includes a needs statement, source of data, summary of calculations, and other special requirements for worksheet.	
Language bar (EX 8)	Contains buttons that allow you to speak commands	
task pane (EX 8)	Separate window that enables users to carry out some excel tasks more efficiently	
workbook (EX 9)	Is like a notebook, contains sheets called worksheet	
worksheet (EX 9)	Inside the Workbook, are sheets	
cell (EX 10)	Is basic unit of a worksheet into which you enter data	
column heading (EX 10)	A column letter above the grid	
row heading (EX 10)	Identifies each row	
sheet tab (EX 10)	At bottom of the workbook	

active cell (EX 11)	Is the cell into which you enter data	
cell reference (EX 11)	Coordinates of the intersection of a column and a row	
gridlines (EX 11)	Horizontal and vertical lines on the worksheet	
menu (EX 11)	List of commands that you can use to retrieve ,store, and print	
menu bar (EX 11)	Special toolbar that includes the menu names	
menu name (EX 11)	Represents a menu	
scroll arrows (EX 11)	Can use to move the worksheet window around to view different parts of active worksheet	
scroll bars (EX 11)	Can use to move the worksheet window around to view different parts of active worksheet	
scroll boxes (EX 11)	Can use to move the worksheet window around to view different parts of active worksheet	
submenu (EX 11)	Where you can choose a command	
tab split box (EX 11)	To increase or decrease the view of the sheet tab	
worksheet window (EX 11)	View the portion of the worksheet displayed on the screen	
dimmed command (EX 12)	Appears gray or dimmed, instead of black, which indicates it is not available for the current selection	
full menu (EX 12)	Lists of commands associated with a menu	
hidden command (EX 12)	A command with medium blue shading to left of it on a full menu	
short menu (EX 12)	Listing the most recently used commands	
move handle (EX 13)	Display all buttons on either toolbar	

ScreenTip (EX 13)	Excel displays the name of the buttons or box below	
Enter mode (EX 14)	Excel is in process of accepting data through the keyboard into active cell	
formula bar (EX 14)	Excel displays the entry	
mode indicators (EX 14)	Appears on the status bar and specify the current mode	
Ready mode (EX 14)	Excel ready to accept the next command	
status bar (EX 14)	Displays a brief description of the command selected	
closed (Language bar status) (EX 15)	Means it is hidden permanently until you enable it	
hidden (Language bar status) (EX 15)	Means you do not see it on the screen	
keyboard indicators (EX 15)	Show which keys are engaged	
Office Speech Recognition software (EX 15)	Installed and a microphone, you can speak the names of toolbar buttons	
selecting (EX 16)	Use the mouse to move the block plus sign mouse pointer to the cell and then click	
speech playback (EX 16)	Have worksheet read in male or female voice	
text (EX 16)	Used to place titles, such as a worksheet titles, ect.	
AutoCorrect feature (EX 18)	Excel works behind the scenes, correction common mistakes	
Cancel box (EX 18)	Cancels entry	
Enter box (EX 18)	Completes the entry	
insertion point (EX 18)	Is blinking vertical line that indicates	
left-aligned (EX 18)	Means cell entry is positioned at far left	
number (EX 21)	Can contain only	

	0,1,2,3,4,5,6,7,8,9,+,-,etc.	
range (EX 23)	Is series of 2 or more adjacent cells	
SUM function (EX 23)	Adds all of the numbers in a range cells	
copy area (EX 25)	Cell being copied	
destination area (EX 25)	Range of cells receiving the copy	
fill handle (EX 25)	Is small black square located in the lower right corner	
paste area (EX 25)	Range of cells receiving the copy	
relative reference (EX 25)	Each adjusted cell reference	
source area (EX 25)	Cell being copied	
see-through view (EX 26)	Indicates a selected range, heavy border and transparent blue background	
font color (EX 28) font size (EX 28)	Defines color of characters. Specifies the size of the characters on screen	
font style (EX 28)	Indicates how characters are formatted	
font type (EX 28)	Defines the appearance and shape of letters, numbers	
formatting (EX 28)	A worksheet to emphasize	
point size (EX 28)	Of 10 is about 10/72	
bold (EX 30)	An entry in al cell to emphasize it	
merging cells (EX 32)	Involves creating a single cell that is the width of the columns	
splitting a merged cell (EX 33)	Opposite if merging cells	
autoformat (EX 34)	Is a built =in collection of formats such as font style	
chart location (EX 38)	Area on worksheet where chart appears	
embedded chart (EX 38)	Clustered column chart	

value axis (EX 38)	Scale along the vertical axis	
value axis (EX 38)	Scale along the vertical axis	
y-axis (EX 38)	Scale along the vertical axis	
category axis (EX 41)	Titles for each of the horizontal axis	
default chart type (EX 41)	Is the chart excel draws if you click the finish button	
legend (EX 41)	Identifies the color assigned to each bar in the chart	
x-axis (EX 41)	Titles for each of the horizontal axis	
.xls (EX 43)	Stand for excel workbook	
file (EX 43)	The menu to save, print and etc.	
backup copy (EX 44)	Each time you save a workbook excel copies the current file	
Case	The letters are uppercase	
case-sensitive (EX 44)	Can differentiate between lowercase and uppercase	
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet	
print area (EX 45)	The range of cells you choose to print	
Auto Calculate area (EX 48)	An average , or information about numbers in a range	
Edit mode (EX 50)	Displays the active cell entry in the formula	
in-cell editing (EX 50)	Edit the contents directly in the cell	
Insert mode (EX 51)	As you type a character, excel inserts the character and moves all characters to the right	
Overtyping mode (EX 51)	Excel overtypes or keyboard between insert mode and overtype mode	
clear (EX 52)	There are four method of clearing the data	

Excel Help system (EX 53)	Answers questions	
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