

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)	Web support allows users to save Excel worksheets or parts of a worksheet in HTML format, so a user can view and manipulate the worksheet using a browser.	
chart (EX 4)	Excel can draw a variety of charts	
lists (EX 4)	Lists organize and store data.	
requirements document (EX 5)	A requirements document includes a needs statement, source of data, summary of calculations, and any other special requirements for the worksheet, such as charting and web support.	
Language bar (EX 8)	The language bar contains buttons that allow you to speak commands and dictate text.	
task pane (EX 8)	A task pane is a separate window that enables users to carry out some excel tasks more efficiently.	
workbook (EX 9)	The workbook is like a notebook. Inside the workbook are sheets, each of which is called a worksheet.	

worksheet (EX 9)	Inside the workbook are sheets, each of which is called a worksheet.	
cell (EX 10)	A cell is the basic unit of a worksheet into which you enter data.	
column heading (EX 10)	A column letter above the grid, also called the column heading, identifies each column.	
row heading (EX 10)	A row number on the left side of the grid, also called the row heading, identifies each row.	
sheet tab (EX 10)	Each worksheet has a sheet name that appears on a sheet tab at the bottom of the workbook.	
active cell (EX 11)	One cell on the worksheet, designated the active cell, is the one into which you can enter data.	
cell reference (EX 11)	A cell is referred to by its unique address, or cell reference, which is the coordinates of the intersection of a column and a row.	
gridlines (EX 11)	The horizontal and vertical lines on the worksheet itself are called gridlines.	
menu (EX 11)	A menu is a list of commands that you can use to retrieve, store, print, and manipulate data on the worksheet.	
menu bar (EX 11)	The menu bar is a special toolbar that includes the menu names.	
menu name (EX 11)	Each menu name represents a menu.	
scroll arrows (EX 11)	Below and to the right of the worksheet window are scroll bars, scroll arrows, and scroll boxes that you can use to move the	

	worksheet window around to view different parts of the active worksheet.	
scroll bars (EX 11)	Below and to the right of the worksheet window are scroll bars that you can use to move the worksheet window around to view different parts of the active worksheet.	
scroll boxes (EX 11)	Below and to the right of the worksheet window are scroll boxes that you can use to move the worksheet window around to view different parts of the active worksheet.	
submenu (EX 11)	If you point to a menu command with an arrow to its right, excel displays a submenu from which you can choose a command.	
tab split box (EX 11)	You can drag the tab split box to increase or decrease the view of the sheet tabs.	
worksheet window (EX 11)	You view a portion of the worksheet displayed on the screen through a worksheet window.	
dimmed command (EX 12)	A dimmed command appears gray, or dimmed, instead of black, which indicates it is not available for the current selection.	
full menu (EX 12)	The full menu lists all of the commands associated with a menu.	
hidden command (EX 12)	A command with medium blue shading to the left of it on a full menu is called a hidden command because it does not appear on a short menu.	
short menu (EX 12)	When you click a menu name on the menu bar, excel displays a short menu	

	listing the most recently used commands.	
move handle (EX 13)	you can display all the buttons on either toolbar by double-clicking the move handle on the left of each toolbar.	
ScreenTip (EX 13)	When you move the mouse pointer over a button or box, excel displays the name of the button or box below it in a screen tip.	
Enter mode (EX 14)	When the mode is ready, excel is ready to accept the next command or data entry.	
formula bar (EX 14)	The formula bar appears below the standard and formatting toolbars. As you type, excel displays the entry in the formula bar.	
mode indicators (EX 14)	Mode indicators, such as enter and ready, appear on the status bar and specify the current mode of excel.	
Ready mode (EX 14)	When the mode is ready, excel is ready to accept the next command or data entry.	
status bar (EX 14)	The status bar displays a brief description of the command selected on a menu, the function of the button the mouse pointer is pointing to, or the mode of excel.	
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 but it will be displayed the next time you start your computer.	
keyboard indicators (EX 15)	Keyboard indicators show which keys are engaged.	

Office Speech Recognition software (EX 15)	With office speech recognition software installed and a microphone, you can speak the names of toolbar buttons, menus, menu commands, list items, alerts, and dialog box controls.	
selecting (EX 16)	The easiest way to select a cell is to use the mouse to move the block plus sign mouse pointer to the cell and then click.	
speech playback (EX 16)	If you have speakers, you can use the speech playback functions of excel to instruct the computer to read a worksheet read in a male or female voice.	
text (EX 16)	Text is used to place titles, such as worksheet titles, column titles, and row titles, on the worksheet.	
AutoCorrect feature (EX 18)	The auto correct feature of excel works behind the scenes, correcting common mistakes when you complete a text entry in a cell.	
Cancel box (EX 18)	Clicking the cancel box cancels the entry.	
Enter box (EX 18)	Clicking the enter box completes the entry.	
insertion point (EX 18)	The insertion point is a blinking vertical line that indicates where the next typed character will appear.	
left-aligned (EX 18)	Left-aligned means the cell entry is positioned at the far left in the cell.	
number (EX 21)	A number can contain only certain characters.	
range (EX 23)	A range is a series of two or more adjacent cells in a column or row or a rectangular group of cells.	

SUM function (EX 23)	Sum function, which adds all of the numbers in a range of cells, provides a convenient means to accomplish this task.	
copy area (EX 25)	The cell being copied is called the source area or copy area.	
destination area (EX 25)	The range of cells receiving the copy is called the destination area or paste area.	
fill handle (EX 25)	the fill handle is the small black square located in the lower right corner of the heavy border around the active cell.	
paste area (EX 25)	The range of cells receiving the copy is called the destination area or paste area.	
relative reference (EX 25)	Each adjusted cell reference is called a relative reference.	
source area (EX 25)	The cell being copied is called the source area or copy area.	
see-through view (EX 26)	The heavy border and transparent blue background are called see-through view and indicates a selected range.	
font color (EX 28) font size (EX 28)	The font size specifies the size of the characters on the screen. The font color defines the color of the characters.	
font style (EX 28)	Font style indicates how the characters are formatted.	
font type (EX 28)	The font type, or font face, defines the appearance and shape of the letters, numbers, and special characters.	
formatting (EX 28)	You format a worksheet to emphasize certain entries	

	and make the worksheet easier to read and understand.	
point size (EX 28)	A character with a point size of 10 is about 10/72 of one inch in height.	
bold (EX 30)	You bold an entry in a cell to emphasize it or make it stand out from the rest of the worksheet.	
merging cells (EX 32)	Merging cells involves creating a single cell by combining two or more selected cells.	
splitting a merged cell (EX 33)	The opposite of merging cells is splitting a merged cell.	
autoformat (EX 34)	An autoformat is a built-in collection of formats such as font style; font color, borders, and alignment, n apply to a range of cells.	
chart location (EX 38)	The area on the worksheet where the chart appears is called the chart location.	
embedded chart (EX 38) value axis (EX 38)	A clustered column chart is called an embedded chart because it is drawn on the same worksheet as the data.	
value axis (EX 38)	Excel derives the chart scale based the values in the worksheet and then displays the scale along the vertical axis called the y-axis or value axis of the chart.	
y-axis (EX 38)	Excel derives the chart scale based the values in the worksheet and then displays the scale along the vertical axis called the y-axis or value axis of the chart.	
category axis (EX 41)	Excel automatically selects the entries in the topmost row of the chart range as the	

	titles for the horizontal axis (also called the x-axis or category axis) and draws a column for each of the 16 cells in the range containing numbers.	
default chart type (EX 41)	The default chart type is the chart excel draws if you click the finish button in the first chart wizard dialog box.	
legend (EX 41)	The small box to the right of the column chart contains the legend, which identifies the colors assigned to each bar in the chart.	
x-axis (EX 41)	Excel automatically selects the entries in the topmost row of the chart range as the title for the horizontal axis which is also called the x-axis.	
.xls (EX 43)	Excel automatically appends the extension .xls to the file name you enter.	
file (EX 43)	On file menu click save as, type file name, select drive or folder, click save button.	
backup copy (EX 44)	Saving a backup copy of the workbook means that each time you save a workbook, excel copies the current version of the workbook on disk to a file with the same name, but with the words, backup of, appended to the front of the file name.	
Case		
case-sensitive (EX 44)	Case-sensitive means excel can differentiate between uppercase and lowercase letters.	
hard copy (EX 44) printout (EX 44)	Once you have created the worksheet, you might want to print it. A printed version of the worksheet is	

	called a hard copy or printout.	
print area (EX 45)	The range of cells you choose to print is called the print area.	
AutoCalculate area (EX 48)	You can easily obtain a total, an average, or other information about the numbers in a range by using the auto calculate area on the status bar.	
Edit mode (EX 50)	In edit mode, excel displays the active cell entry in the formula bar and a flashing insertion point in the active cell.	
in-cell editing (EX 50)	With excel in edit mode; you can edit the contents directly in the cell-a procedure called in-cell editing.	
Insert mode (EX 51)	In insert mode, as you type a character, excel inserts the character and moves all characters to the right of the typed character one position to the right.	
Overtyping mode (EX 51)	In overtype mode, excel overtypes, or replaces, the character to the right of the insertion point.	
clear (EX 52)	If you enter data into the wrong cell or range of cells, you can erase, or clear the data.	
Excel Help system (EX 53)	At any time while you are using excel, you can get answers to questions using the excel help system.	