

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	Some experience
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	Some experience
order of operations (EX 74)	Moving from left to right in a formula	Some experience
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	No experience
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	No experience
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	No experience
blank cell (EX 80)	Has a numerical value of zero	Lots of experience
arguments (EX 81)	The values that you use with a function	No experience
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	Some experience
function (EX 81)	Takes a value or values, performs an operation, and	Some experience

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	Some experience
MIN function (EX 84)	Displays the lowest value in a range	Some experience
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	No experience
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	Some experience
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	Some experience
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	No experience
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	No experience
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	No experience
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	I used it occasionally
character (EX 107)	A letter, number, symbol, or punctuation mark	No experience
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	No experience
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	No experience

spell checker (EX 111)	Used to check the worksheet for spelling errors	No experience
landscape orientation (EX 113)	The printout is printed across the length of the page	No experience
portrait orientation (EX 113)	The printout is printed across the width of the page	No experience
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	No experience
debugging (EX 118)	The process of finding and correcting errors in the worksheet	No experience
formulas version (EX 118)	shows the actual formulas you have entered	No experience
values version (EX 118)	Shows the results of the formulas you have entered	No experience
Web query (EX 120)	Imports the external data in the form of a worksheet	No experience
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	No experience