

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)	Help on the internet	I don't use it.
chart (EX 4)	A table	I use it occasionally.
lists (EX 4)	A list of terms	I use it occasionally.
requirements document (EX 5)	Document containing calculations	I use it occasionally.
Language bar (EX 8)	Contains buttons that allow voice commands	I use it occasionally.
task pane (EX 8)	Separate window that allows functions to be carried out faster	I use it occasionally.
workbook (EX 9)	Collection of worksheets	I use it occasionally.
worksheet (EX 9)	Analogous to a document in word	I use it occasionally.
cell (EX 10)	One specified area on a worksheet	I use it occasionally.
column heading (EX 10)	Letter above a column in excel	I use it occasionally.
row heading (EX 10)	Number to the left of a row	I use it occasionally.
sheet tab (EX 10)	Tab that goes to a different worksheet	I use it occasionally.
active cell (EX 11)	The cell you are working in	I use it occasionally.
cell reference (EX 11)	Coordinates of a cell	I use it occasionally.
gridlines (EX 11)	Lines that separate cells	I use it occasionally.

menu (EX 11)	List of commands	I use it occasionally.
menu bar (EX 11)	Toolbar that has menu names	I use it occasionally.
menu name (EX 11)	Name of a menu	I use it occasionally.
scroll arrows (EX 11)	Used to move around the worksheet	I use it occasionally.
scroll bars (EX 11)	Used to move around the worksheet	I use it occasionally.
scroll boxes (EX 11)	Used to move around the worksheet	I use it occasionally.
submenu (EX 11)	Menu inside of a menu	I use it occasionally.
tab split box (EX 11)	Shows sheet tabs	I use it occasionally.
worksheet window (EX 11)	Part of worksheet that is displayed	I use it occasionally.
dimmed command (EX 12)	Command appears gray and can't be used	I use it occasionally.
full menu (EX 12)	Entire menu	I use it occasionally.
hidden command (EX 12)	A command not shown	I use it occasionally.
short menu (EX 12)	A shorter menu	I use it occasionally.
move handle (EX 13)	Handle that lets you move a cell	I use it occasionally.
ScreenTip (EX 13)	Name of a button or box	I use it occasionally.
Enter mode (EX 14)	Mode that lets you enter text	I use it occasionally.
formula bar (EX 14)	Shows the formula of a cell	I use it occasionally.
mode indicators (EX 14)	Indicate modes	I use it occasionally.
Ready mode (EX 14)	Shows that excel is ready to accept another command	I use it occasionally.
status bar (EX 14)	Brief description of a command is displayed here	I use it occasionally.
closed (Language bar status) (EX 15)	Hidden until enabled by user	I use it occasionally.
hidden (Language bar status) (EX 15)	Not shown but will be next time you start your computer	I use it occasionally.

keyboard indicators (EX 15)	Tells you if have your cap lock, scroll lock, or number lock on.	I use it occasionally.
Office Speech Recognition software (EX 15)	Software for voice recognition	I use it occasionally.
selecting (EX 16)	Clicking on a cell to type into it	I use it occasionally.
speech playback (EX 16)	Computer reads back the worksheet	I use it occasionally.
text (EX 16)	Words	I use it occasionally.
AutoCorrect feature (EX 18)	Excel automatically corrects some mistakes	I use it occasionally.
Cancel box (EX 18)	Box that cancels the entry of a cell	I use it occasionally.
Enter box (EX 18)	Opposite of the cancel box	I use it occasionally.
insertion point (EX 18)	Where you are typing	I use it occasionally.
left-aligned (EX 18)	Cell entry begins at the left	I use it occasionally.
number (EX 21)	A digit or other recognized symbol	I use it occasionally.
range (EX 23)	Two cells that have cells in between them	I use it occasionally.
SUM function (EX 23)	Adds all numbers of a range together	I use it occasionally.
copy area (EX 25)	Range being copied	I use it occasionally.
destination area (EX 25)	Range being pasted to	I use it occasionally.
fill handle (EX 25)	Option allowing the contents of a cell to be copied to each cell in a given range	I use it occasionally.
paste area (EX 25)	Same as the destination area	I use it occasionally.
relative reference (EX 25)	Adjusted cell reference	I use it occasionally.
source area (EX 25)	Same as copy area	I use it occasionally.
see-through view (EX 26)	Indicates a selected range	I use it occasionally.
font color (EX 28)	Color of the font	I use it occasionally.

font style (EX 28)	Style of the font	I use it occasionally.
font type (EX 28)	Type of the font	I use it occasionally.
formatting (EX 28)	Format of the document/worksheet	I use it occasionally.
point size (EX 28)	Size of font	I use it occasionally.
bold (EX 30)	Font appears thicker	I use it occasionally.
merging cells (EX 32)	Multiple cells become one	I use it occasionally.
splitting a merged cell (EX 33)	Merged cells become many	I use it occasionally.
autoformat (EX 34)	Built in collection of formats	I use it occasionally.
chart location (EX 38)	Location of a chart	I use it occasionally.
embedded chart (EX 38)	Chart appears on the same worksheet as the data	I use it occasionally.
value axis (EX 38)	Y-axis of the chart	I use it occasionally.
y-axis (EX 38)	Vertical direction of the chart	I use it occasionally.
category axis (EX 41)	x-axis of the chart	I use it occasionally.
default chart type (EX 41)	Chart drawn by the chart wizard	I use it occasionally.
legend (EX 41)	Colors assigned to a chart	I use it occasionally.
x-axis (EX 41)	Horizontal direction of the chart	I use it occasionally.
.xls (EX 43)	Filename extension for excel	I use it occasionally.
file (EX 43)	A saved workbook	I use it occasionally.
backup copy (EX 44)	Saved workbook on a source outside of the computer	I use it occasionally.
Case	Upper of lower case	I use it occasionally.
case-sensitive (EX 44)	Depends on case of text	I use it occasionally.
hard copy (EX 44) printout (EX 44)	Document on paper	I use it occasionally.

print area (EX 45)	Range of cells being printed	I use it occasionally.
AutoCalculate area (EX 48)	Area being calculated automatically by excel	I use it occasionally.
Edit mode (EX 50)	Allows you to edit the contents of a cell	I use it occasionally.
in-cell editing (EX 50)	Editing inside of a cell	I use it occasionally.
Insert mode (EX 51)	Mode that lets you type in between text	I use it occasionally.
Overtyping mode (EX 51)	Mode that types over text	I use it occasionally.
clear (EX 52)	Clears the format of a cell	I use it occasionally.
Excel Help system (EX 53)	Allows you to get help in excel	I use it occasionally.