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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 |
|-----------------------------------|---|--|
| 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 | |
| spell checker (EX 111) | Used to check the worksheet for spelling errors | |
| landscape orientation (EX 113) | The printout is printed across the length of the page | |
| portrait orientation (EX 113) | The printout is printed across the width of the page | |
| previewing the worksheet (EX 113) | Exactly how it looks without generating a printout | |
| debugging (EX 118) | The process of finding and correcting errors in the worksheet | |
| formulas version (EX 118) | shows the actual formulas you have entered | |
| values version (EX 118) | Shows the results of the formulas you have entered | |
| Web query (EX 120) | Imports the external data in the form of a worksheet | |

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| e-mail (EX 125) | Electronic transmission of messages and files to and from other computers using the Internet | |
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