

Keyterms: Project 3: What-If Analysis, Charting, and Working with Large Worksheets

KEYTERM	DEFINITION	KEYTERM AS IT RELATES TO YOU AND/OR YOUR EXPERIENCE
(EX 146) assumptions	Values in cells that you can change to determine new values for formulas	
(EX 157) Office Clipboard	A special place in the computer's memory that allows you to collect text and graphic items then place them	
(EX 159) drag and drop	Move or copy cells	
(EX 162) #REF!	An error message	
(EX 163) freeze the titles	Displays titles on screen no matter where you scroll	
(EX 165) date stamp	Shows the date of a workbook	
(EX 165) NOW function	Date and time functions	
(EX 168) absolute cell reference	Instructs excel to keep the cell reference constant in the formula as it copies it to the destination area	
(EX 168) mixed cell reference	A cell reference with only one dollar sign before either the column or the row	
(EX 168) relative cell reference	Instructs excel to adjust the cell reference as it copies it to the destination area	
(EX 171) IF function	Assign a value to a cell based on a logical test	
(EX 176) nested IF function	instructs excel to display one of three messages	
(EX 181) Drawing toolbar	Provides tools that can simplify adding lines, boxes and other geometric figures to a worksheet	
(EX 182) floating toolbar	Displayed in its own window and can be moved	

(EX 182) toolbar dock	Excel positions the toolbar in this	
(EX 187) category names	Identify the slices of the Pie chart	
(EX 187) chart sheet	Pie chart resides on a separate sheet which only contains the chart	
(EX 187) data series	Contains the data that determines the size of the slices in the pie	
(EX 187) exploded Pie chart	A pie chart with one or more slices offset	
(EX 187) Pie chart	Show the relationship or proportion of parts to a whole	
(EX 194) offsetting	Exploding	
(EX 204) horizontal split bar	Horizontal bar going across the middle of the window and to the right of the window scroll	
(EX 204) sensitivity analysis	Referenced by a new formula in a cell	
(EX 204) vertical split bar	Vertical bar going across the middle of the window and to the right of the window scroll	
(EX 204) what-if analysis	Referenced by a new formula in a cell	
(EX 206) goal seeking	If you know the formula you want, you go to goal seeking and it will find it	