

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)	Allows users to save excel worksheets or parts of a worksheet in HTML format	
chart (EX 4)	Excel can draw a variety of charts	
lists (EX 4)	Organize and store data	
requirements document (EX 5)	Includes a statement, source of data, and summary of calculations.	
Language bar (EX 8)	Allows you to speak commands and dictate text	
task pane (EX 8)	Separate window that enables users to carry out some tasks faster	
workbook (EX 9)	notebook	
worksheet (EX 9)	Sheets in a workbook	
cell (EX 10)	Row and column in an excel workshop	
column heading (EX 10)	Identifies each column	
row heading (EX 10)	Identifies each row	
sheet tab (EX 10)	Name on the bottom of the workbook	
active cell (EX 11)	One into which you can enter	
cell reference (EX 11)	Coordinates of the	

	intersection of a column and row	
gridlines (EX 11)	Horizontal and vertical lines on the worksheet	
menu (EX 11)	List of commands	
menu bar (EX 11)	Special toolbar that includes the menu names	
menu name (EX 11)	Represents a menu	
scroll arrows (EX 11)	Use to move the worksheet up, down, side	
scroll bars (EX 11)	Use to move the worksheet up, down, side	
scroll boxes (EX 11)	Use to move the worksheet up, down, side	
submenu (EX 11)	Menu which you can choose a command	
tab split box (EX 11)	Increase or decrease the view of the sheet tab	
worksheet window (EX 11)	View the portion of the worksheet displayed on the screen	
dimmed command (EX 12)	Appears gray or dimmed	
full menu (EX 12)	Lists all of the commands associated with a menu	
hidden command (EX 12)	Does not appear on a short menu	
short menu (EX 12)	Listing the most recent commands	
move handle (EX 13)	Display all the buttons on either toolbar	
ScreenTip (EX 13)	Name of the button or box below it	
Enter mode (EX 14)	Process of accepting data through the keyboard into the active cell	
formula bar (EX 14)	As you type, excel displays the text in this	
mode indicators (EX 14)	Enter and ready specify the current mode of excel	
Ready mode (EX 14)	Ready to accept the next command or entry	
status bar (EX 14)	A brief description of the command selected	

closed (Language bar status) (EX 15)	Hidden permanently until you enable it	
hidden (Language bar status) (EX 15)	Do not see it on the screen but is displayed next time you on the computer	
keyboard indicators (EX 15)	Such as CAPS, it shows when it is engaged	
Office Speech Recognition software (EX 15)	Speak the names of toolbar buttons, menus, etc.	
selecting (EX 16)	Use the mouse to click on it	
speech playback (EX 16)	Instruct the computer to read a worksheet to you	
text (EX 16)	Used to place titles	
AutoCorrect feature (EX 18)	Correcting common mistakes as you type	
Cancel box (EX 18)	Cancels the entry	
Enter box (EX 18)	Completes the entry	
insertion point (EX 18)	Blinking vertical line that indicates where the next typed character will appear	
left-aligned (EX 18)	Cell entry is positioned at the far left in the cell.	
number (EX 21)	Only contain the following characters 012345678=- (/,\$\$%E e	
range (EX 23)	Series of two or more adjacent cells in a column or row	
SUM function (EX 23)	Adds all of the numbers in a range of cells	
copy area (EX 25)	Cell being copied	
destination area (EX 25)	Range of cells receiving the copy	
fill handle (EX 25)	Small black square located in the lower right corner of the border around the cell	
paste area (EX 25)	Range of cells receiving the	

	copy	
relative reference (EX 25)	Adjusted cell	
source area (EX 25)	Cell being copied	
see-through view (EX 26)	Indicated a selected range	
font color (EX 28) font size (EX 28)	Defines the color of the characters	
font style (EX 28)	Indicates how the characters are formatted	
font type (EX 28)	Defines the appearance and shape of the size and color	
formatting (EX 28)	Emphasize certain entries and make the worksheet easier to read and understand	
point size (EX 28)	Size of the writing	
bold (EX 30)	Emphasize or make it stand out	
merging cells (EX 32)	Involved creating a single cell by combining two or more selected cells	
splitting a merged cell (EX 33)	Split the cells	
autoformat (EX 34)	Built in collection of formats	
chart location (EX 38)	Where the chart appears is called	
embedded chart (EX 38) value axis (EX 38)	Clustered column chart	
value axis (EX 38)	The scale along the vertical axis	
y-axis (EX 38)	The scale along the vertical axis	
category axis (EX 41)	Titles for the horizontal axis	
default chart type (EX 41)	Chart excel draws if you click the finish button	
legend (EX 41)	Identifies the colors assigned to each bar in the chart	

x-axis (EX 41)	Titles for the horizontal axis	
.xls (EX 43)	Extension	
file (EX 43)	Where you can store documents	
backup copy (EX 44)	Each time you save a workbook, excel copies the current version of the workbook on a disk	
Case	Excel can differentiate between uppercase and lowercase	
case-sensitive (EX 44)	Excel can differentiate between uppercase and lowercase	
hard copy (EX 44) printout (EX 44)	A printed version of your document	
print area (EX 45)	Range of cells you choose to print	
AutoCalculate area (EX 48)	Obtain a total, an average or other info about the numbers in a range	
Edit mode (EX 50)	Displays the active cell entry in the formula bar and a flashing insertion point in the active cell	
in-cell editing (EX 50)	Edit the contents directly in the cell	
Insert mode (EX 51)	As you type a character, inserts the character and moves all characters to the right of it	
Overtyping mode (EX 51)	Overtypes	
clear (EX 52)	Deleting a cell or what you just did	
Excel Help system (EX 53)	Get answers to questions	