

Microsoft Office Excel 2007

Chapter One: Creating a Worksheet and an Embedded Chart

Dou

ble Entry Definition Journal

Keyterm	Definition	How does this keyterm relate to your prior experience?
requirements document (EX 3)	Includes a needs statement, source of data, summary of calculations and any other special requirements	8 th Grade
column heading (EX 7)	A column letter above the grid	8 th Grade
row heading (EX 7)	A row number on the left side of the grid	8 th Grade
sheet tab (EX 7)	The bottom of the workbook where a sheename appears	8 th Grade
workbook (EX 7)	A notebook	8 th Grade
worksheet (EX 7)	Located inside workbooks	8 th Grade
active cell (EX 8)	one into which you can enter a data	8 th Grade
cell (EX 8)	The basic unit of a worksheet	8 th Grade
cell reference (EX 8)	A cell's unique address	8 th Grade
gridlines (EX 8)	The horizontal and vertical lines on the worksheet	8 th Grade
Enter (EX 9)	Means Excel is in the process of accepting data through the keyboard into the active cell	8 th Grade
group (EX 9)	Contains related commands	8 th Grade
keyboard indicators (EX 9)	Show which toggle keys are engaged	8 th Grade
mode indicators (EX 9)	Appear on the status bar and specify the current mode of Excel	8 th Grade
normal view (EX 9)	The default view	8 th Grade

Ready (EX 9)	Means Excel is ready to accept the next command	8 th Grade
Ribbon (EX 9)	The control center in Excel	8 th Grade
scroll arrows (EX 9)	Can use to move the worksheet window around to view different parts of the active worksheet	8 th Grade
scroll bars (EX 9)	Can use to move the worksheet window around to view different parts of the active worksheet	8 th Grade
scroll boxes (EX 9)	Can use to move the worksheet window around to view different parts of the active worksheet	8 th Grade
status bar (EX 9)	Presents information about the worksheet	8 th Grade
tab (EX 9)	Surrounds a collection of groups	8 th Grade
tab split box (EX 9)	Increases or decreases the view of the sheet tabs	8 th Grade
worksheet window (EX 9)	The portion of the worksheet displayed on the screen is viewed through this	8 th Grade
active tab (EX 10)	The tab currently displayed	8 th Grade
contextual tabs (EX 10)	Other tabs that Excel displays	8 th Grade
gallery (EX 10)	A set of choices, often graphical, arranged in a grid or in a list	8 th Grade
Home tab (EX 10)	The primary tab	8 th Grade
in-Ribbon (EX 10)	Shows common gallery choices on the Ribbon	8 th Grade
live preview (EX 10)	Allows you to point to a gallery choice and see its effect in the worksheet without actually selecting the choice	8 th Grade

Ribbon commands (EX 10)	Include buttons, boxes and galleries	8 th Grade
dialog box (EX 11)	Contains additional commands and options for the group	8 th Grade

Dialog Box Launcher (EX 11)	Displays a dialog box or a task pane	8 th Grade
Enhanced ScreenTip (EX 11)	An on-screen note that provides the name of the command, available keyboard shortcuts, a description of the command and instructions for Help	8 th Grade
ScreenTip (EX 11)	Displays only the name of the command	8 th Grade
task pane (EX 11)	A window that contains additional commands	8 th Grade
formula bar (EX 12)	Appears below the ribbon	8 th Grade
Mini toolbar (EX 12)	Contains commands related to changing the appearance of text in a worksheet	8 th Grade
Name box (EX 12)	The active cell reference is displayed in this	8 th Grade
shortcut menu (EX 12)	A list of frequently used commands	8 th Grade
Quick Access Toolbar (EX 13)	Provides easy access to frequently used commands	8 th Grade
menu (EX 14)	Contains a list of commands	8 th Grade
Office Button (EX 14)	A central location for managing and sharing worksheets	8 th Grade
submenu (EX 14)	A list of additional commands associated with the selected command	8 th Grade
Key Tip (EX 15)	Displayed code letter	8 th Grade
Key Tip badge (EX 15)	Keyboard code icon	8 th Grade
text (EX 15)	Used to place titles	8 th Grade
to select a cell (EX 15)	To make a cell active	8 th Grade

Cancel box (EX 17)	A box that cancels an entry if clicked	8 th Grade
Enter box (EX 17)	A box that enters an entry if clicked	8 th Grade
insertion point (EX 17)	A blinking vertical line that indicates where the next typed character will appear	8 th Grade
left-aligned (EX 18)	The cell entry is positioned at the far left in the cell	8 th Grade
AutoCorrect feature (EX 19)	Corrects common mistakes when you complete a text entry in a cell	8 th Grade
number (EX 22)	Represents amounts	8 th Grade
range (EX 24)	A series of two or more adjacent cells in a column or row	8 th Grade
SUM function (EX 24)	Adds all of the numbers in a range of cells	8 th Grade
copy area (EX 27)	The cell being copied	8 th Grade
destination area (EX 27)	The range of cells receiving the copy	8 th Grade
fill handle (EX 27)	Small black square located in the lower-right corner of the heavy border around the active cell	8 th Grade
paste area (EX 27)	The range of cells receiving the copy	8 th Grade
relative reference (EX 27)	Each adjusted cell reference	8 th Grade
source area (EX 27)	The cell being copied	8 th Grade
file (EX 29)	A saved workbook	8 th Grade
file name (EX 29)	The name assigned to a file when it is saved	8 th Grade
folder (EX 30)	A specific location on a storage medium	8 th Grade
Favorite Links section (EX 31)	Can change the save location	8 th Grade
format (EX 33)	Emphasize certain entries and make the worksheet easier to read and	8 th Grade

	understand	
font color (EX 34)	Defines the color of the characters	8 th Grade
font size (EX 34)	Specifies the size of the characters on screen	8 th Grade
font style (EX 34)	Indicates how the characters are emphasized	8 th Grade
font type (EX 34)	Font face	8 th Grade
point size (EX 34)	A point size equals 1/72 inch	8 th Grade
theme (EX 37)	A collection of cell styles and other styles that have common characteristics	8 th Grade
bold (EX 38)	Emphasize and make it stand out from the rest of the worksheet	8 th Grade
merging cells (EX 40)	Creating a single cell by combining two or more selected cells	8 th Grade

splitting a merged cell (EX 41)	Splitting the merged cells into the original cells	8 th Grade
embedded chart (EX 49)	A chart that is drawn on the same worksheet as the data	8 th Grade
value axis (EX 50)	Displays the scale along the vertical axis	8 th Grade
y-axis (EX 50)	Same meaning as value axis	8 th Grade
category axis (EX 52)	Horizontal axis	8 th Grade
x-axis (EX 52)	Category axis	8 th Grade
snaps (EX 53)	Aligns	8 th Grade
automatically updated properties (EX 54)	Includes file system properties, such as the date you create or change a file, and statistics, and file size	8 th Grade
document properties (EX 54)	Details about a file	8 th Grade
keywords (EX 54)	Words or phrases that further describe the document	8 th Grade
legend (EX 54)	Identifies the colors	8 th Grade

	assigned to each bar in the chart	
metadata (EX 54)	Document properties	8 th Grade
standard properties (EX 54)	Associated with all Microsoft Office documents and include author, title and subject	8 th Grade
Document Information Panel (EX 55)	Areas where you can view and enter document properties	8 th Grade
hard copy (EX 57)	A printed version of the worksheet	8 th Grade
printout (EX 57)	A printed version of the worksheet	8 th Grade
AutoCalculate area (EX 62)	Can obtain a total, an average, or other information about the numbers in a range	8 th Grade
Edit mode (EX 63)	Displays the active cell entry in the formula bar and a flashing insertion point in the active cell	8 th Grade
in-cell editing (EX 64)	Can edit the contents directly in the cell	8 th Grade
Insert mode (EX 64)	Inserts the character and moves all the characters to the right of the typed character one position to the right	8 th Grade
Overtyping mode (EX 64)	Replaces the character to the right of the insertion point	8 th Grade
Excel Help (EX 67)	Find answers to questions and display information	8 th Grade
Microsoft Office Excel 2007 (EX 2)	A powerful spreadsheet program	8 th Grade