

Microsoft Office Excel 2007

Chapter Two: Formulas, Functions, Formatting, and Web Queries

Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
formula (EX 90)	An equation you can assign to a cell	8 th Grade
asterisk (EX 91)	Arithmetic operator that directs Excel to perform the multiplication operation	8 th Grade
order of operations (EX 92)	-, %, ^, *, /, + and -	8 th Grade
Point mode (EX 93)	Select cells for use in a formula by using the mouse	8 th Grade
relative cell references (EX 96)	Excel adjusts the column portion of cell references	8 th Grade
smart tag indicator (EX 96)	A small purple triangle to indicate that a smart tag is available	8 th Grade
smart tags (EX 96)	Identify certain actions to take on specific data in workbooks	8 th Grade
arguments (EX 98)	Values that you use with a function	8 th Grade
blank cell (EX 98)	Has a numerical value of zero	8 th Grade
AVERAGE function (EX 99)	Sums the numbers in the specified range and then divides the sum by the number of nonzero cells in the range	8 th Grade
MAX function (EX 101)	Displays the highest value in a range	8 th Grade
MIN function (EX 102)	Determines the lowest number in the range	8 th Grade
Range Finder (EX 106)	Checks which cells are referenced in the formula assigned to the active cell	8 th Grade
theme (EX 107)	A predefined set of colors, fonts, chart styles, cell styles,	8 th Grade

	and fill effects that can be applied to a whole workbook	
Accounting Number Format (EX 114)	Inserts a comma every three positions to the left of the decimal point	8 th Grade
Comma style format (EX 114)	Display numbers with commas and no dollar signs	8 th Grade
floating dollar sign (EX 114)	Appears immediately to the left of the first digit with no spaces	8 th Grade
condition (EX 118)	Made up of two values and a relational operator	8 th Grade
conditional formatting (EX 118)	Apply formatting that appears only when the value in a cell meets conditions you specify	8 th Grade
best fit (EX 122)	The width of the column will be increased or decreased so the widest entry will fit in the column	8 th Grade
hiding cells (EX 122)	Hide data that might not be relevant to a particular report or sensitive data	8 th Grade
pixel (EX 122)	A dot on the screen that contains a color	8 th Grade
spell checker (EX 127)	Check the worksheet for spelling errors	8 th Grade
landscape orientation (EX 129)	Printout is printed across the length of the page	8 th Grade
Normal View (EX 129)	The default view that you have worked in	8 th Grade
Page Layout View (EX 129)	Create or modify a worksheet while viewing how it will look in printed format	8 th Grade
portrait orientation (EX 129)	The printout is printed across the width the width of the page	8 th Grade
previewing the worksheet (EX 132)	You see exactly how it will look without generating a printout	8 th Grade
debugging (EX 135)	Finding and correcting errors in the worksheet	8 th Grade
formulas version (EX 135)	Shows the actual formulas you have entered	8 th Grade
values version (EX 135)	Shows the results of the	8 th Grade

	formulas you have entered	
Web query (EX 137)	Import data stored on a Web site	8 th Grade
e-mail (EX 142)	Electronic transmission of messages and files to and from other computers using the Internet	8 th Grade
function (EX 82, EX 98)	Takes values, performs an operation, and returns a result to the cell	8 th Grade
equal sign (EX 91)fixed dollar sign (EX 114)	Alerts Excel that you are entering a formula or function and not text with using the Accounting Number Format button to assign the Accounting number format	8 th Grade