

# Microsoft Office Excel 2007

## Chapter Three: What-If Analysis, Charting, and Working with Large Worksheets

### Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
#REF! (EX 180)	The error message signal	8 <sup>th</sup> Grade
Office Clipboard (EX 174)	A reserved place in the computer's memory	8 <sup>th</sup> Grade
drag and drop (EX 177)	Using the mouse to move or copy cells	8 <sup>th</sup> Grade
format symbol (EX 180)	Displays with the assigned format such as dollar sign, comma and percent sign	8 <sup>th</sup> Grade
freeze the titles (EX 181)	Displays the titles on the screen, no matter how far down or to the right you scroll	8 <sup>th</sup> Grade
date stamp (EX 183)	Shows the date a workbook, report, or other document was created or the period it represents	8 <sup>th</sup> Grade
NOW function (EX 183)	Returns a number that corresponds to the system date and time beginning with December 31, 1899	8 <sup>th</sup> Grade
absolute cell reference (EX 186)	Instructs Excel to keep the cell reference constant in the formula as it copies it to the destination area	8 <sup>th</sup> Grade
mixed cell reference (EX 186)	A cell reference with only one dollar sign before either the column or the row	8 <sup>th</sup> Grade
relative cell reference (EX 186)	Instructs Excel to adjust the cell reference as it copies it to the destination area	8 <sup>th</sup> Grade
IF function (EX 189)	Helps you assign a value to a cell based on a logical test	8 <sup>th</sup> Grade

nested IF function (EX 195)	The action to be taken for the true or false case includes yet another IF function	8 <sup>th</sup> Grade
underline (EX 203)	Underlines only the characters in the cell	8 <sup>th</sup> Grade
category names (EX 204)	Names identify the slices of pie chart	8 <sup>th</sup> Grade
chart sheet (EX 204)	A separate sheet which contains only the chart	8 <sup>th</sup> Grade
data series (EX 204)	A series of data which determines the amount of chart	8 <sup>th</sup> Grade
exploded Pie chart (EX 204)	A pie chart with one or more slices offset	8 <sup>th</sup> Grade
Pie chart (EX 204)	A chart helps showing the relationship or proportion of parts to a whole	8 <sup>th</sup> Grade
offsetting (EX 213)	Exploding	8 <sup>th</sup> Grade
sensitivity analysis (EX 213)	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell	8 <sup>th</sup> Grade
what-if analysis (EX 223)	Same as sensitivity analysis	8 <sup>th</sup> Grade
goal seeking (EX 225)	Determines the value of a cell on which the formula depends	8 <sup>th</sup> Grade