

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)	Gives extra research capabilities, collaboration tools, XML support, etc.	Use their help function
chart (EX 4)	A way to show data	Use it to show data.
lists (EX 4)	Organize and store data.	Never used it
requirements document (EX 5)	Includes a needs statement, source data, summary of calculations, and any other special requirements.	Never used it
Language bar (EX 8)	Contains buttons that allow you to speak commands.	Never used it
task pane (EX 8)	Allows users to carry out other commands.	Never used it
workbook (EX 9)	A notebook.	Never used it
worksheet (EX 9)	Sheets in the workbook.	Never used it
cell (EX 10)	Basic unit of a work sheet.	Never used it
column heading (EX 10)	A column letter above the grid.	Never used it
row heading (EX 10)	A row on the left side of the grid.	Never used it
sheet tab (EX 10)	Where the sheet name appears.	Never used it
active cell (EX 11)	One cell on the worksheet.	Never used it
cell reference (EX 11)	A cells unique address,	Never used it

gridlines (EX 11)	The horizontal and vertical lines.	Never used it
menu (EX 11)	A list of commands.	Never used it
menu bar (EX 11)	A special toolbar.	Never used it
menu name (EX 11)	Represents a menu.	Never used it
scroll arrows (EX 11)	You can use to move the worksheet.	Never used it
scroll bars (EX 11)	You can use to move the worksheet.	Never used it
scroll boxes (EX 11)	You can use to move the worksheet.	Use it alot
submenu (EX 11)	A menu command.	Never used it
tab split box (EX 11)	Increase or decrease the view in the tab sheets.	Never used it
worksheet window (EX 11)	You can view the portion of the worksheet displayed on the screen through a worksheet.	Never used it
dimmed command (EX 12)	Both short and full menus display.	Never used it
full menu (EX 12)	A list of all the commands associated with the menu,	Never used it
hidden command (EX 12)	A command with medium blue shading to the left.	Never used it
short menu (EX 12)	The most recently used commands.	Never used it
move handle (EX 13)	You can display all the buttons by doing this.	Never used it
ScreenTip (EX 13)	A name on the bottom of the box.	Never used it
Enter mode (EX 14)	When the mode indicator reads enter.	Never used it
formula bar (EX 14)	Excel displays the entry in here.	Occasionally used it
mode indicators (EX 14)	Such as enter or ready.	Never used it
Ready mode (EX 14)	When the mode is ready.	Never used it
status bar (EX 14)	Displays a brief description of the command selected.	Never used it
closed (Language bar	Means its hidden permantly	Never used it

status) (EX 15)	until you enable it.	Never used it
hidden (Language bar status) (EX 15)	Means you will not see it on the screen but it will be displayed the next time you see it.	Never used it
keyboard indicators (EX 15)	Such as caps lock, number lock, and scroll.	Never used it
Office Speech Recognition software (EX 15)	You can speak the names and the names of the toolbars.	Never used it
selecting (EX 16)	Makes it the easiest way to use a cell.	Never used it
speech playback (EX 16)	You can use these to instruct the computer to read a worksheet for you.	Never used it
text (EX 16)	Used to place titles.	Always use it
AutoCorrect feature (EX 18)	Corrects some of your mistakes.	Never used it
Cancel box (EX 18)	Cancels the entry.	Never used it
Enter box (EX 18)	Completes the entry.	Never used it
insertion point (EX 18)	A blinking vertical line.	Never used it
left-aligned (EX 18)	When the cell entry is positioned to the left of the cell.	Never used it
number (EX 21)	A way to show information.	Never used it
range (EX 23)	A series of two or more adjacent cells.	Never used it
SUM function (EX 23)	Adds all of the numbers in a range of cells.	Never used it
copy area (EX 25)	The cell being copied.	Never used it
destination area (EX 25)	The range of cells that are going to receive the copy.	Never used it
fill handle (EX 25)	A small black square located in the lower right corner of the heavy border.	Never used it
paste area (EX 25)	The range of cells receiving the copy.	Never used it

relative reference (EX 25)	Each adjusted cell reference.	Never used it
source area (EX 25)	The cell being copied.	Never used it
see-through view (EX 26)	Is the heavy border and transparent background.	Never used it
font color (EX 28) font size (EX 28)	Is the color and size of the characters.	Never used it
font style (EX 28)	Indicates how the characters are formatted.	Never used it
font type (EX 28)	Way to display a character	Use it a lot
formatting (EX 28)	Used to emphasize entries	Never use it
point size (EX 28)	How big or small a point is	Never use it
bold (EX 30)	To make something stand out	Use it for titles
merging cells (EX 32)	Creating a single cell with two.	Use it occasionally
splitting a merged cell (EX 33)	The opposite of merging cells.	Use it sometimes
autofomat (EX 34)	It is a built-in collection of formats such as font style	Never use it
chart location (EX 38)	The area in the worksheet where the chart appears.	Sometimes use it
embedded chart (EX 38) value axis (EX 38)	It is drawn on the same worksheet as the data.	Never use it
value axis (EX 38)	It is drawn on the same worksheet as the data.	Occasionally use it
y-axis (EX 38)	It is the same thing as the value axis.	Use it a lot
category axis (EX 41)	It titles for the horizontal axis.	Sometimes use it
default chart type (EX 41)	It is the chart Excel draws if you click the Finish button in the first Wizard dialog box.	Never use it
legend (EX 41)	The small box to the right of the column chart contains this.	Sometimes use it
x-axis (EX 41)	It is the chart range as the titles for the horizontal axis.	Never use it

.xls (EX 43)	Excel automatically appends the extension	Sometimes use it
file (EX 43)	A saved workbook is referred to it.	Never use it
backup copy (EX 44)	It means that each time you save a workbook, excel copies the current version of the workbook.	Never use it
Case		
case-sensitive (EX 44)	A password is case-sensitive and can be up to 15 characters long.	Sometimes use it
hard copy (EX 44) printout (EX 44)	A printed version of the worksheet is called this.	Sometimes use it
print area (EX 45)	The range of cells you choose to print is called this.	Use it a lot
AutoCalculate area (EX 48)	It is the total or average of data.	Use it a lot
Edit mode (EX 50)	Double-clicking the cell containing the error to switch Excel to edit mode.	Never use it
in-cell editing (EX 50)	With Excel in Edit mode, you can edit the contents directly in the cell.	Sometimes use it
Insert mode (EX 51)	It is as you type a character and excel inserts the character.	Never use it
Overtyping mode (EX 51)	Excel overtypes or replaces characters.	Sometimes use it
clear (EX 52)	The clear command clears all of the information.	Never use it
Excel Help system (EX 53)	At any time while you are using Excel, you can get answers to questions using this.	Use it a lot