

Name \_\_\_\_\_

# Microsoft Office 2003 Concepts and Techniques

## EXCEL 2003

### PROJECT TWO

# FORMULAS, FUNCTIONS, FORMATTING, AND WEB QUERIES

## KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
formula (EX 73)	An equation manually put in and calculated by Excel	I use this
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I use this for formulas
order of operations (EX 74)	Moving from left to right in a formula	I remember using this somewhat
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I use this all the time
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I use this
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I remember using this
blank cell (EX 80)	Has a numerical value of zero	I don't use this
arguments (EX 81)	The values that you use with a function	I use this
AVERAGE function (EX 81)	Sums the numbers in a specified range and then divides the sum by the number of non-zero cells in the range	I use this when needed
function (EX 81)	Takes a value or values, performs an operation, and	I use this all the time

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I use this a lot.
MIN function (EX 84)	Displays the lowest value in a range	I use this a lot.
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I recall using this.
comma style format (EX 98)	Inserts a comma every three positions to the left of a decimal point and causes numbers to be displayed to the nearest hundredths	I use this.
currency style format (EX 98)	Displays numbers with a dollar sign to the left of the number, inserts a comma every three positions to the left of the decimal point, and displays numbers to the nearest cent	I use this.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I have seen and used this before.
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I have seen and used this before.
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I do not recall using this.
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	I use this when needed.
character (EX 107)	A letter, number, symbol, or punctuation mark	I use this all the time.
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I have used this.
hiding cells (EX 109)	A technique you can use to hide data that might not be relevant to a particular report or sensitive data that you do not want others to see	I used this when necessary

spell checker (EX 111)	Used to check the worksheet for spelling errors	I use this to check my spelling errors.
landscape orientation (EX 113)	The printout is printed across the length of the page	I have not printed.
portrait orientation (EX 113)	The printout is printed across the width of the page	I have not printed.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I have used this before.
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I recall using this one time or another.
formulas version (EX 118)	shows the actual formulas you have entered	I sometimes use this when needed.
values version (EX 118)	Shows the results of the formulas you have entered	I do use this.
Web query (EX 120)	Imports the external data in the form of a worksheet	I have used this before.
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I do not use this.