

# Microsoft Office Excel 2007

## Chapter One: Creating a Worksheet and an Embedded Chart

### Double 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 for the worksheet, such as charting and web support	11 <sup>th</sup> grade
column heading (EX 7)	A column letter above the grid	11th grade
row heading (EX 7)	A row number on the left side of the grid	11th grade
sheet tab (EX 7)	Located at the bottom of a worksheet	11th grade
workbook (EX 7)	Like a notebook, where sheets are located	11th grade
worksheet (EX 7)	Sheets in a workbook	11th grade
active cell (EX 8)	The cell into which you can enter data	11th grade
cell (EX 8)	The basic unit of a worksheet into which you enter data	11th grade
cell reference (EX 8)	A cell's unique address	11th grade
gridlines (EX 8)	The horizontal and vertical lines on the worksheet	11th grade
Enter (EX 9)	Excel is in the process of accepting data through the keyboard into the active cell	11th grade
group (EX 9)	Contains related commands	11th grade
keyboard indicators (EX 9)	Show which toggle keys are engaged – appear to the	11th grade

	right of the mode indicator	
mode indicators (EX 9)	Include Enter and Ready appear on the status bar and specify the current data entry	11th grade
normal view (EX 9)	The default view	11th grade
Ready (EX 9)	Excel is ready to accept the next command or data entry	11th grade
Ribbon (EX 9)	The control center in Excel	11th grade
scroll arrows (EX 9)	What you use to move the worksheet window around	11th grade
scroll bars (EX 9)	What you use to move the worksheet window around	11th grade
scroll boxes (EX 9)	What you use to move the worksheet window around	11th grade
status bar (EX 9)	Presents info about the worksheet, the function of the button the mouse pointer is pointing to, or the mode of Excel	11th grade
tab (EX 9)	Surrounds a collection of groups	11th grade
tab split box (EX 9)	Increases or decreases the view of the sheet tabs	11th grade
worksheet window (EX 9)	How you view the portion of the worksheet displayed on the screen through a worksheet window	11th grade
active tab (EX 10)	The tab currently displayed	11th grade
contextual tabs (EX 10)	Other tabs	11th grade
gallery (EX 10)	A set of choices	11th grade
Home tab (EX 10)	Called the primary tab, contains frequently used commands	11th grade
in-Ribbon (EX 10)	Shows common gallery choices on the Ribbon rather than on the screen at a time	11th grade

live preview (EX 10)	A feature that allows you to point to a gallery choice and see its effect in the worksheet	11th grade
Ribbon commands (EX 10)	Includes buttons, boxes, and galleries	11th grade
dialog box (EX 11)	Contains additional commands and option for the group	11th grade

Dialog Box Launcher (EX 11)	Displays a dialog box or a task pane when clicked	11th 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 sometimes instructions for how to obtain Help about the command	11th grade
ScreenTip (EX 11)	Displays only the name of the command	11th grade
task pane (EX 11)	A window that contains additional commands and can stay open and visible while you work on the worksheet	11th grade
formula bar (EX 12)	Where Excel displays the entry	11th grade
Mini toolbar (EX 12)	Contains commands related to changing the appearance of text in a worksheet	11th grade
Name box (EX 12)	Active cell reference is displayed here	11th grade
shortcut menu (EX 12)	A list of frequently used commands	11th grade
Quick Access Toolbar (EX 13)	Provides easy access to frequently used commands	11th grade

menu (EX 14)	Contains a list of commands	11th grade
Office Button (EX 14)	A central location for managing and sharing workbooks	11th grade
submenu (EX 14)	A list of additional commands associated with the selected commands	11th grade
Key Tip (EX 15)	Displayed code letter	11th grade
Key Tip badge (EX 15)	Keyboard code icon	11th grade
text (EX 15)	Used to place titles, such as worksheet titles, column titles, and row titles, on the worksheet	11th grade
to select a cell (EX 15)	Use the mouse to move the block plus sign mouse pointer to the cell and the click	11th grade
Cancel box (EX 17)	Cancels an entry	11th grade
Enter box (EX 17)	Completes an entry	11th grade
insertion point (EX 17)	A blinking vertical lines that indicates where the next typed character will appear	11th grade
left-aligned (EX 18)	The cell entry is positioned at the far left in the cell	11th grade
AutoCorrect feature (EX 19)	Works behind the scenes, correction common mistakes when you complete a text entry in a cell	11th grade
number (EX 22)	Can contain only the following characters: 0 1 2 3 4 5 6 7 8 9 + - ( ) , / \$ E e	11th grade
range (EX 24)	A series of two or more adjacent cells in a column or row or a rectangular group of cells	11th grade
SUM function (EX 24)	Adds all the numbers in a range of cells, provides a	11th grade

	convenient means to accomplish this task	
copy area (EX 27)	The cell being copied	11th grade
destination area (EX 27)	The range of cells receiving the copy	11th grade
fill handle (EX 27)	The small black square located in the lower-right corner of the heavy border around the active cell	11th grade
paste area (EX 27)	The range of cells receiving the copy	11th grade
relative reference (EX 27)	Each adjusted cell reference	11th grade
source area (EX 27)	The cell being copied	11th grade
file (EX 29)	A saved workbook	11th grade
file name (EX 29)	The name assigned to a file when it is saved	11th grade
folder (EX 30)	A specific location on a storage medium	11th grade
Favorite Links section (EX 31)	Where you can change the save location	11th grade
format (EX 33)	Emphasizing certain entries and make the worksheet easier to read	11th grade
font color (EX 34)	Defines the color of the characters	11th grade
font size (EX 34)	Specifies the size of the characters	11th grade
font style (EX 34)	Indicates how the characters are emphasized	11th grade
font type (EX 34)	Defines the appearance and shape of the letters	11th grade
point size (EX 34)	The heat of each single point	11th grade
theme (EX 37)	A collection of cell styles and others styles that have common characteristics such as a color scheme and font type	11th grade
bold (EX 38)	Emphasizes it or makes it	11th grade

	stand out from the rest of the worksheet	
merging cells (EX 40)	Involves creating a single cell by combining two or more selected cells	11th grade

splitting a merged cell (EX 41)	The opposite of merging cells	11th grade
embedded chart (EX 49)	Drawn on the same worksheet as data	11th grade
value axis (EX 50)	Excel derives the chart scale based on the values in the worksheet and then displays the scale along the vertical axis	11th grade
y-axis (EX 50)	Excel derives the chart scale based on the values in the worksheet and then displays the scale along the vertical axis	11th grade
category axis (EX 52)	Excel automatically selects the entries in the topmost row of the chart range as the titles	11th grade
x-axis (EX 52)	Excel automatically selects the entries in the topmost row of the chart range as the titles	11th grade
snaps (EX 53)	Aligns	11th grade
automatically updated properties (EX 54)	Include file system properties, such as the date you create or change a file, and statistics such as file size	11th grade
document properties (EX 54)	The details about a file	11th grade
keywords (EX 54)	Words or phrases that further describe the document	11th grade

legend (EX 54)	Identifies the colors assigned to each bar in the chart	11th grade
metadata (EX 54)	Document properties	11th grade
standard properties (EX 54)	Are associated with all Microsoft Office documents and include author, title, and subject	11th grade
Document Information Panel (EX 55)	Contains area where you can view and enter document properties	11th grade
hard copy (EX 57)	A printed version of the worksheet	11th grade
printout (EX 57)	A printed version of the worksheet	11th grade
AutoCalculate area (EX 62)	An area where you can easily obtain a total, an average, or other info about the numbers in a range	11th grade
Edit mode (EX 63)	Excel displays the active cell entry in the formula bar and a flashing insertion point in the active cell	11th grade
in-cell editing (EX 64)	Editing the contents directly in a cell	11th grade
Insert mode (EX 64)	As you type a character, Excel inserts the character and moves all character to the right of the typed character one position to the right	11th grade
Overtyping mode (EX 64)	Excel overtypes, or replaces, the character to the right of the insertion point	11th grade
Excel Help (EX 67)	You can find answers to questions and display info about various topics	11th grade
Microsoft Office Excel 2007 (EX 2)	A powerful spreadsheet program that allows users to	11th grade

	organize data, complete calculations, make decisions, graph data, develop professional looking reports, publish organizes data to the Web, and access real-time data from Web sites	
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