

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 that you can put into a cell which Excel will calculate	11th grade
asterisk (EX 91)	Arithmetic operator that directs Excel to perform the multiplication operation	11th grade
order of operations (EX 92)	First negation (-) and divisions (/), then all percentages (%), then all exponentiations (^), then all multiplications (*) and divisions (/), and finally, all additions (+) and subtractions (-)	11th grade
Point mode (EX 93)	Allows you to select cells for use in a formula by using the mouse	11th grade
relative cell references (EX 96)	The cell references that you adjust to relative cells	11th grade
smart tag indicator (EX 96)	Small purple triangle	11th grade
smart tags (EX 96)	Includes dates, financial symbols, people's names, and more	11th grade
arguments (EX 98)	The values you use with a function	11th grade
blank cell (EX 98)	Numerical value of 0	11th grade
AVERAGE function (EX 99)	Sums the numbers in the specified range and then divides the sum by the	11th grade

	number of nonzero cells in the range.	
MAX function (EX 101)	Displays the highest value in a range	11th grade
MIN function (EX 102)	Determines the lowest number in a range	11th grade
Range Finder (EX 106)	Checks which cells are referenced in formula assigned to the active cell	11th grade
theme (EX 107)	A predefined set of colors, fonts, chart styles, cell styles, and fill effects	11th grade
Accounting Number Format (EX 114)	Excel displays numbers with dollar signs	11th grade
Comma style format (EX 114)	Excels displays numbers with commas and no dollar signs	11th grade
floating dollar sign (EX 114)	Appears immediately to the left of the first digit with no spaces	11th grade
condition (EX 118)	True or false for each cell	11th grade
conditional formatting (EX 118)	Appears only when the value in a cell meets conditions that you specify	11th grade
best fit (EX 122)	Means the width of the column will be increased or decreased so the widest entry will fit in the column	11th grade
hiding cells (EX 122)	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	11th grade
pixel (EX 122)	A dot on the screen that contains a color	11th grade
spell checker (EX 127)	Checks the spelling as well as grammar in a Workbook	11th grade
landscape orientation (EX 129)	Across the length of the	11th grade

	page	
Normal View (EX 129)	Default view	11th grade
Page Layout View (EX 129)	Create or modify a worksheet	11 th grade
portrait orientation (EX 129)	Across the width of the page	11 th grade
previewing the worksheet (EX 132)	See exactly how the document will look without generating a printout	11th grade

debugging (EX 135)	Process of finding and correcting errors in the worksheet	11th grade
formulas version (EX 135)	Shows the actual formulas you have entered	11th grade
values version (EX 135)	Shows the results of the formulas you have entered	11th grade
Web query (EX 137)	How you can import data to a website	11th grade
e-mail (EX 142)	Electronic mail	11 th grade
function (EX 82, EX 98)	Takes values, performs an operation, and returns a result to the cell	11th grade
equal sign (EX 91)	Alerts Excel that that you are entering a formula	11th grade
fixed dollar sign (EX 114)	To the far left in the cell, often with spaces between it and the first digit	11th grade