

# 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 needs statement, source of data, summary of calculations, and other special requirements	
column heading (EX 7)	Column letter above the grid	
row heading (EX 7)	Row number on the left side of the grid	
sheet tab (EX 7)	Sheet name that appears on the bottom of the workbook	
workbook (EX 7)	Like a notebook. Inside are worksheets	
worksheet (EX 7)	Sheets inside the workbook	
active cell (EX 8)	Current cell where you enter data	
cell (EX 8)	Basic unit of a worksheet	
cell reference (EX 8)	Coordinates of the intersection of a column and a row	
gridlines (EX 8)	Horizontal and Vertical lines on the worksheet	
Enter (EX 9)	Excel is in the process of accepting data through the keyboard	
group (EX 9)	Contains related commands	
keyboard indicators (EX 9)	Show which toggle keys are engaged	
mode indicators (EX 9)	Appear on the status bar and specify the current mode of Excel	
normal view (EX 9)	Default view	
Ready (EX 9)	Excel is ready to accept the next command	
Ribbon (EX 9)	Control center	

scroll arrows (EX 9)	You can use to move the worksheet window	
scroll bars (EX 9)	See scroll arrows	
scroll boxes (EX 9)	See scroll arrows	
status bar (EX 9)	Presents information about the worksheet, the function of the button the mouse pointer is at, or the mode of excel	
tab (EX 9)	Surrounds a collection of groups	
tab split box (EX 9)	Drag to increase or decrease the view of sheet tabs	
worksheet window (EX 9)	Portion of the worksheet displayed on the screen	
active tab (EX 10)	Current Tab	
contextual tabs (EX 10)	Other tabs	
gallery (EX 10)	Set of choices arranged in a grid or list	
Home tab (EX 10)	Primary tab	
in-Ribbon (EX 10)	Shows common gallery choices	
live preview (EX 10)	Feature that allows you to point to a gallery choice and see its effect in the worksheet without selecting the choice	
Ribbon commands (EX 10)	Include buttons, boxes, and galleries	
dialog box (EX 11)	Contains additional commands and options for the group	
Dialog Box Launcher (EX 11)	When clicked displays the dialogue box	
Enhanced ScreenTip (EX 11)	On screen note that provides the name of the command	
ScreenTip (EX 11)	Displayed only the name of the command	
task pane (EX 11)	Window that contains additional commands	
formula bar (EX 12)	Set up a formula	
Mini toolbar (EX 12)	Contains commands related to changing text	
Name box (EX 12)	Type in a cell and get to it with enter	
shortcut menu (EX 12)	List of frequently use	

	commands	
Quick Access Toolbar (EX 13)	Provides easy access to frequently used commands	
menu (EX 14)	Contains list of commands	
Office Button (EX 14)	Central location for managing and sharing workbooks	
submenu (EX 14)	List of additional commands associated with the command	
Key Tip (EX 15)	Things that help you	
Key Tip badge (EX 15)	Keyboard code icon	
text (EX 15)	Used to place titles	
to select a cell (EX 15)	Use mouse to click on it	
Cancel box (EX 17)	Clicks cancels entry	
Enter box (EX 17)	When clicked completes entry	
insertion point (EX 17)	Place where you insert text	
left-aligned (EX 18)	Cell entry is positioned at the left	
AutoCorrect feature (EX 19)	Correcting common mistakes when you complete a text entry in a cell	
number (EX 22)	123456	
range (EX 24)	Series of one or more adjacent cells	
SUM function (EX 24)	Adds all of the numbers in the range of cells	
copy area (EX 27)	The stuff being copied	
destination area (EX 27)	The place where it's being copied	
fill handle (EX 27)	Small black square located in the lower-right corner of the heavy border	
paste area (EX 27)	See destination area	
relative reference (EX 27)	Adjusted cell reference	
source area (EX 27)	Copy area	
file (EX 29)	Saved workbook	
file name (EX 29)	Name of workbook	
folder (EX 30)	Specific location on storage medium	
Favorite Links section (EX 31)	Place where you can change save location	
format (EX 33)	Change the worksheet to your own purpose or liking	
font color (EX 34)	Defines the color of the font	

font size (EX 34)	Defines the size of the characters	
font style (EX 34)	Indicates how the characters are emphasized	
font type (EX 34)	Font face	
point size (EX 34)	1/72 of one inch in height	
theme (EX 37)	Collection of cell styles	
bold (EX 38)	Used to emphasize	
merging cells (EX 40)	Creating a single cell by combining two or more cells	
splitting a merged cell (EX 41)	When you break a cell into two cells	
embedded chart (EX 49)	Drawn on the same worksheet as the data	
value axis (EX 50)	y-axis	
y-axis (EX 50)	Value axis	
category axis (EX 52)	x-axis	
x-axis (EX 52)	Category axis	
snaps (EX 53)	Aligns	
automatically updated properties (EX 54)	Properties that are updated, such as dates	
document properties (EX 54)	Details about the file	
keywords (EX 54)	Words or phrases that define the document	
legend (EX 54)	Identifies the colors	
metadata (EX 54)	Document properties	
standard properties (EX 54)	Author, title, subject	
Document Information Panel (EX 55)	Contains areas where you can view and enter document properties	
hard copy (EX 57)	Printout	
printout (EX 57)	Hard copy	
AutoCalculate area (EX 62)	Calculates values	
Edit mode (EX 63)	Let's you edit	
in-cell editing (EX 64)	Edit the contents directly in the cell	
Insert mode (EX 64)	When you type, it shows the letter at that point	
Overtyping mode (EX 64)	Overtypes or replaces the character at the insertion point	
Excel Help (EX 67)	Use it as a guide to help	
Microsoft Office Excel 2007	Program where you can edit	

(EX 2)	workbooks	
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