

# Microsoft Office Excel 2007

## Chapter Three: What-If Analysis, Charting, and Working with Large Worksheets

### Double Entry Definition Journal

Key term	Definition	How does this key term relate to your prior experience?
#REF! (EX 180)	Error message	Horner
Office Clipboard (EX 174)	Place where you can store copy	Horner
drag and drop (EX 177)	You drag something and drop it where you want	Horner
format symbol (EX 180)	Format a symbol	Horner
freeze the titles (EX 181)	Freeze the titles in place into 4 consecutive things	Horner
date stamp (EX 183)	Shows date of a workbook	Horner
NOW function (EX 183)	Real time function	Horner
absolute cell reference (EX 186)	Instructs specific cells	Horner
mixed cell reference (EX 186)	One dollar sign before	Horner
relative cell reference (EX 186)	Instructs the cell reference to adjust	Horner
IF function (EX 189)	Instructs Excel to highlight the < or > or =	Horner
nested IF function (EX 195)	One in which the action to be taken for the true or false	Horner
underline (EX 203)	You put a line under the word	Horner
category names (EX 204)	Entries on each pie slice	Horner
chart sheet (EX 204)	Separate sheet	Horner
data series (EX 204)	Entries determine size of slices	Horner
exploded Pie chart (EX 204)	One or more slices offset	Horner
Pie chart (EX 204)	3d example in pie form of data	Horner
offsetting (EX 213)	Exploding	Horner
sensitivity analysis (EX 213)	Shows how	Horner
what-if analysis (EX 223)	Shows the possible outcomes	Horner
goal seeking (EX 225)	Search you own goals	Horner