

# 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)	Gives Excel something to calculate the result	Horner
asterisk (EX 91)	Arithmetic operator that directs Excel to perform multiplication	Horner
order of operations (EX 92)	PEMDAS	Horner
Point mode (EX 93)	Allows you to select cells for use in a formula	Horner
relative cell references (EX 96)	Automatic adjustments on cells	Horner
smart tag indicator (EX 96)	Purple triangle that indicates a smart tag is available	Horner
smart tags (EX 96)	Certain actions to take on specific data	Horner
arguments (EX 98)	Values that you use with a function	Horner
blank cell (EX 98)	Empty Cell with numerical value of 0	Horner
AVERAGE function (EX 99)	Sums the numbers in a specific range and divides the sum by the number of nonzero cells	Horner
MAX function (EX 101)	Displays the highest value in a range	Horner
MIN function (EX 102)	Displays the lowest value in a minimum range	Horner
Range Finder (EX 106)	Check which cells are referenced in the formula assigned to the active cell	Horner
theme (EX 107)	Predefined set of colors, fonts, chart styles, cell styles, and fill effects	Horner

Accounting Number Format (EX 114)	Dollar sign	Horner
Comma style format (EX 114)	Comma every three numbers	Horner
floating dollar sign (EX 114)	Dollar sign with no spaces	Horner
condition (EX 118)	Made up of two values and relational operator	Horner
conditional formatting (EX 118)	Only can be applicable when the value in a cell meets the conditions that you specify.	Horner
best fit (EX 122)	The best length applicable	Horner
hiding cells (EX 122)	Technique that you can use to hide data that might not be necessary.	Horner
pixel (EX 122)	Dot on screen that contains a color	Horner
spell checker (EX 127)	Use it to check misspelled words	Horner
landscape orientation (EX 129)	Printout is printed accros the length of the page	Horner
Normal View (EX 129)	Default view	Horner
Page Layout View (EX 129)	Create or modify a worksheet while viewing how it will look in printed format	Horner
portrait orientation (EX 129)	Printout printed in width of the page	Horner
previewing the worksheet (EX 132)	Seeing the worksheet without printing	Horner
debugging (EX 135)	Remove errors	Horner
formulas version (EX 135)	Allows you to see all the formulas applied	Horner
values version (EX 135)	Shows only the outcome of the equations	Horner
Web query (EX 137)	Imported data stored on a Web	Horner
e-mail (EX 142)	Electronic mail	Horner
function (EX 82, EX 98)	Takes value or values	Horner
equal sign (EX 91)fixed dollar sign (EX 114)	Solves equations	Horner