

# Microsoft Office 2003

## Concepts and Techniques

### EXCEL 2003

#### PROJECT TWO

## FORMULAS, FUNCTIONS, FORMATTING, AND WEB QUERIES

### KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
formula (EX 73)	An equation manually put in and calculated by Excel	We all have to use it. It is why excel occur.
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I often use it to make formula.
order of operations (EX 74)	Moving from left to right in a formula	I often use it.
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I rarely use it, I use keyboard to select cells.
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	No experience
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	It is not useful.
blank cell (EX 80)	Has a numerical value of zero	I do not know what it means.
arguments (EX 81)	The values that you use with a function	I had to use it to make function.
AVERAGE function (EX 81)	Sums the numbers in a specified range and then divides the sum by the number of non-zero cells in the range	I used it before to find average of cells.
function (EX 81)	Takes a value or values, performs an operation, and	I have to use it to make some result.

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I used it to find highest thing in cells.
MIN function (EX 84)	Displays the lowest value in a range	I used it to find lowest thing in cells.
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	No experience
comma style format (EX 98)	Inserts a comma every three positions to the left of a decimal point and causes numbers to be displayed to the nearest hundredths	I used it to put ‘,’.
currency style format (EX 98)	Displays numbers with a dollar sign to the left of the number, inserts a comma every three positions to the left of the decimal point, and displays numbers to the nearest cent	I used it to put \$.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	No experience
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I used it to put \$ like currency style format, but it’s different.
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I used it. But it is not easy to use.
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	It makes cell smaller or bigger to change it better.
character (EX 107)	A letter, number, symbol, or punctuation mark	It is kind of basic thing.
pixel (EX 107)	A dot on the screen that contains a color.	It is the basic unit in PC.
hiding cells (EX 109)	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	I never used it.

spell checker (EX 111)	Used to check the worksheet for spelling errors	It is same as word's one.
landscape orientation (EX 113)	The printout is printed across the length of the page	I never used it because I never printed the excel document.
portrait orientation (EX 113)	The printout is printed across the width of the page	It was useful for MS Word.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	It is not useful. I do not like to use it before printing.
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I had not used it before.
formulas version (EX 118)	shows the actual formulas you have entered	It is used to check last time
values version (EX 118)	Shows the results of the formulas you have entered	No experience
Web query (EX 120)	Imports the external data in the form of a worksheet	I never used it.
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I never used it without test.