

# Microsoft Office 2003

## Concepts and Techniques

### EXCEL 2003

#### PROJECT THREE

## WHAT-IF ANALYSIS, CHARTING, AND WORKING WITH LARGE WORKSHEETS

### KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
assumptions (EX 146)	Values in cells that you can change to determine new values for formulas.	I do not use it.
Office Clipboard (EX 157)	Special place in the computers memory that allows you to collect text and graphic items.	I used it by shortcut.
drag and drop (EX 159)	Using the mouse to move or copy cells.	I usually used it.
#REF! (EX 162)	Error indicating cell reference error	I don't know what this is.
freeze the titles (EX 163)	When Excel displays the titles on the screen, no matter how far down to the right you scroll.	I never used it for my work.
date stamp (EX 165)	Shows the date a workbook, report, or other document was created or the period it represents.	I don't know.
NOW function (EX 165)	One of the 14 date and time functions available in Excel.	I used it.
absolute cell reference (EX 168)	Instructs Excel to keep the cell reference.	It is not useful for me.
mixed cell reference (EX 168)	A cell reference with only one dollar sign before either	I know it, but I never used it.

	the column or the row	
relative cell reference (EX 168)	Instructs Excel to adjust the cell reference as it copies it to the destination area.	I know how to do this.
IF function (EX 171)	Useful when you want to assign a value to a cell based on a logical test.	I often used it.
nested IF function (EX 176)	the action to be taken for the true or false case includes yet another IF function.	I never used it.
Drawing toolbar (EX 181)	Provides tools.	I had used it before.
floating toolbar (EX 182)	Displayed in its own window and can be moved anywhere in the Excel window.	It is so useful for window.
toolbar dock (EX 182)	If you drag the toolbar close to the edge of the window, Excel positions the toolbar here.	I usually used it.
category names (EX 187)	Ranges to chart nonadjacent ranges.	I don't use this.
chart sheet (EX 187)	Pie chart resides on a separate sheet.	I used it when I wanted to see chart in detail.
data series (EX 187)	Contains data that determines the size of the slices in the pie.	I have seen this when I make chart.
exploded Pie chart (EX 187)	A Pie chart with one or more slices offset.	I used it when I make it.
Pie chart (EX 187)	Used to show the relationship or proportion of parts to whole.	I used it more than graph chart.
offsetting (EX 194)	Exploding	I don't know what this is.
horizontal split bar (EX 204)	Going across the middle of the window.	I normally used it.
sensitivity analysis (EX 204)	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell.	I don't know what this is.
vertical split bar (EX 204)	Bar going up and down middle of the window.	I often used it.

what-if analysis (EX 204)	Using Excel to scrutinize the impact of changing values in cells that are referenced by a formula in another cell.	I don't know what this is.
goal seeking (EX 206)	Determines the value of a cell on which the formula depends.	I rarely used it.