

Name \_\_\_\_\_

# 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)	A mathematical equation with an input and an output	I use this often
equal sign (EX 74)	Alerts excel that you are entering a formula	I use this often
order of operations (EX 74)	The order in which mathematical operations are completed	I use this often
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I use this sometimes
smart tag indicator (EX 78)	Indicates smart tags	I use this sometimes
smart tags (EX 78)	An automatic menu that displays useful operations that you can choose to perform	I use this rarely
blank cell (EX 80)	Cell with no data	I use this often
arguments (EX 81)	Values you use with a function	I use this sometimes
AVERAGE function (EX 81)	Average of cells	I use this often
function (EX 81)	A mathematical equation that takes a value and performs an operation to that value	I use this sometimes
MAX function (EX 82)	Displays the highest value	I use this sometimes

	in a range	
MIN function (EX 84)	Determines the lowest value in a range	I use this sometimes
Range Finder (EX 89)	Shows the reference cells of the formula	I use this sometimes
comma style format (EX 98)	Inserts comma every three positions to the left of the decimal point, nearest hundredth	I use this sometimes
currency style format (EX 98)	Comma style format, in addition to dollar sign in front of number	I use this sometimes
fixed dollar sign (EX 98)	Displayed to far left of cell, disregarding location of entry in cell	I use this sometimes
floating dollar sign (EX 98)	Appears to immediate left of first digit, no spaces	I use this sometimes
condition (EX 104)	Requires two values and a relational operator; if true Excel applies formatting, if false Excel suppresses the formatting	I use this sometimes
best fit (EX 107)	Width of column is adjusted to fit the widest entry	I use this sometimes
character (EX 107)	Defined as a letter, number, symbol or punctuation mark in Arial 10	I use this sometimes
pixel (EX 107)	Dot on screen containing a color	I use this sometimes
hiding cells (EX 109)	Hides the entry in a cell so that it won't print	I use this sometimes
spell checker (EX 111)	Can be used to apply Bill Gates' spelling rules to worksheet	I use this often
landscape orientation (EX 113)	Horizontal	I use this sometimes
portrait orientation (EX 113)	Vertical	I use this sometimes
previewing the worksheet (EX 113)	Print preview	I use this sometimes
debugging (EX 118)	Finding and correcting errors in the worksheet	I use this rarely
formulas version (EX 118)	CTRL + `; displays formulas in all entries	I use this sometimes

values version (EX 118)	Displays results of formulas	I use this sometimes
Web query (EX 120)	Used to import data stored on a Web site	I use this rarely
e-mail (EX 125)	Electronic mail	I use this often