

# Microsoft Office 2003

## Concepts and Techniques

### EXCEL 2003

#### PROJECT ONE

## CREATING A WORKSHEET AND EMBEDDED CHART

### KEYTERMS Double Entry Journal (DEJ)

TERM	DEFINITION	TERM AS IT RELATES TO YOU OR YOUR EXPERIENCE
Web support (EX6)	Allows users to enter, calculate, manipulate and analyze data such as numbers and text.	No experience
chart (EX 4)	Excel can draw a variety of charts.	I use this often
lists (EX 4)	Organize and store data, for example once a user enters data into a worksheet. It sorts data and searches for specific data.	I use this often
requirements document (EX 5)	Includes a needed statement source of data and a summery of calculations for the worksheet.	No experience
Language bar (EX 8)	Contains buttons that allow you to speak commands and dictate text.	No experience
task pane (EX 8)	A separate window that enables users to carry out some Excel tasks more efficiently.	No experience
workbook (EX 9)	Is like a notebook.	I use this often
worksheet (EX 9)	Sheets inside the workbook.	I use this often
cell (EX 10)	A basic unit of a worksheet into which you enter data.	I use this often
column heading (EX 10)	A column letter above the grid containing vertical	I use this often

	columns and horizontal rows.	
row heading (EX 10)	A row number on the left side of the grid which identifies each column.	I use this often
sheet tab (EX 10)	At the bottom of the workbook.	No experience
active cell (EX 11)	Designated as the one into which you can enter data.	No experience
cell reference (EX 11)	Is coordinates of the intersection of a column and a row.	No experience
gridlines (EX 11)	The horizontal and vertical lines on the worksheet itself.	No experience
menu (EX 11)	A list of commands that you can use to retrieve, store, print and manipulate data on the worksheet.	No experience
menu bar (EX 11)	A special tool that includes the menu names as shown on the next page.	No experience
menu name (EX 11)	Represents a menu.	No experience
scroll arrows (EX 11)	Used to move the worksheet window around and view different parts of the active worksheet.	No experience
scroll bars (EX 11)	Used to move the worksheet window around and view different parts of the active worksheet.	I use this often
scroll boxes (EX 11)	Used to move the worksheet window around and view different parts of the active worksheet.	I use this often
submenu (EX 11)	Where you can chose a command.	No experience
tab split box (EX 11)	Used to increase or decrease the view of the sheet tabs.	No experience
worksheet window (EX 11)	When you view a portion of the worksheet displayed on the screen.	No experience
dimmed command (EX 12)	Appears gray or dimmed instead of black which indicates it is not available	No experience

	for the current selection.	
full menu (EX 12)	Lists all of the commands associated with a menu.	No experience
hidden command (EX 12)	It does not appear on a short menu.	No experience
short menu (EX 12)	Listing the most recently used commands.	No experience
move handle (EX 13)	Used to display all the buttons on either toolbar by double clicking on the left of each toolbar.	No experience
ScreenTip (EX 13)	Displays the name of the button or box below.	No experience
Enter mode (EX 14)	When the mode indicator reads Enter Excel is in the process of accepting data through the keyboard and active cells.	No experience
formula bar (EX 14)	Excel display the entry.	No experience
mode indicators (EX 14)	Appear on the status and specify the current mode of excel.	No experience
Ready mode (EX 14)	When Excel is ready to accept the next command or data entry.	No experience
status bar (EX 14)	Displays a brief description of the command selected on a menu the function of the button the mouse is pointing to.	No experience
closed (Language bar status) (EX 15)	Means that it is hidden permanently until you unhide it.	I use this often
hidden (Language bar status) (EX 15)	Means you do not see it on the screen but it will be displayed the next time you start your computer.	No experience
keyboard indicators (EX 15)	Show which keys are engaged	No experience
Office Speech Recognition software (EX 15)	You can speak the names of toolbars and buttons as well as commands such as OK	No experience
selecting (EX 16)	Makes the cell active	I use this often

speech playback (EX 16)	Used to instruct the computer to read a worksheet to you	No experience
text (EX 16)	Is used to place titles	I use this often
AutoCorrect feature (EX 18)	Corrects common mistakes when you complete a text entry in a cell	I use this often
Cancel box (EX 18)	Cancels the entry	I use this often
Enter box (EX 18)	Completes the entry	I use this often
insertion point (EX 18)	Is a blinking vertical line the indicates where the next typed character will appear	I use this often
left-aligned (EX 18)	Means the cell entry is positioned at the far left in the cell	I use this often
number (EX 21)	Can only contain certain characters	I use this often
range (EX 23)	Series of two or more adjacent cells	I use this often
SUM function (EX 23)	Adds all of the numbers in a range of cells and provides a convenient means to accomplish this task	No experience
copy area (EX 25)	The cell being copied	I use this often
destination area (EX 25)	The range of cells receiving the copy	No experience
fill handle (EX 25)	The small black square located in the lower corner	No experience
paste area (EX 25)	The range of cells receiving the copy	I use this often
relative reference (EX 25)	Each adjusted cell reference	No experience
source area (EX 25)	The cell being copied	I use this often
see-through view (EX 26)	Indicates a selected range	No experience
font color (EX 28) font size (EX 28)	Defines the color of the characters	I use this often
font style (EX 28)	Indicates how the characters are formatted	I use this often
font type (EX 28)	Font face	I use this often

formatting (EX 28)	Emphasize certain entries to make the worksheet easier to read and understand	I use this often
point size (EX 28)	Measurement system of font size	I use this often
bold (EX 30)	An entry in a cell to make it stand out	I use this often
merging cells (EX 32)	This involves creating a single cell by combining two or more selected cells	I use this often
splitting a merged cell (EX 33)	The opposite of merging cells	No experience
autoformat (EX 34)	A built in collection of formats	I use this often
chart location (EX 38)	The area on the worksheet where the chart appears	No experience
embedded chart (EX 38)	A 3D clustered column chart	No experience
value axis (EX 38)	Displays the scale along the vertical axis	No experience
y-axis (EX 38)	The value axis	No experience
category axis (EX 41)	Horizontal axis	No experience
default chart type (EX 41)	This is the chart Excel draws if you click the finish button in the first chart wizard dialog box.	No experience
legend (EX 41)	Identifies colors assigned to each bar	No experience
x-axis (EX 41)	Horizontal axis	I use this often
file (EX 43)	A saved work book	I use this often
backup copy (EX 44)	Saves rough drafts and final copies	I use this often
case-sensitive (EX 44)	Excel can differentiate between upper and lowercase letters	No experience
hard copy (EX 44) printout (EX 44)	A printed version	I use this often
print area (EX 45)	The range of cells you chose to print	I use this often

AutoCalculate area (EX 48)	Obtains a total or average of the numbers	No experience
Edit mode (EX 50)	Displays active cell entry	I use this often
in-cell editing (EX 50)	A procedure that edits cells	I use this often
Insert mode (EX 51)	Inserts the character and moves all characters to the right	I use this often
Overtyping mode (EX 51)	Replaces the character to the right of the insertion point	I use this often
clear (EX 52)	Delete the cell	I use this often
Excel Help system (EX 53)	Provides answers to questions	No experience