

Name _____

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.	No experience
Office Clipboard (EX 157)	Special place in the computers memory that allows you to collect text and graphic items.	No experience
drag and drop (EX 159)	Using the mouse to move or copy cells.	I use this often
#REF! (EX 162)	Error indicating cell reference error	No experience
freeze the titles (EX 163)	When Excel displays the titles on the screen, no matter how far down to the right you scroll.	No experience
date stamp (EX 165)	Shows the date a workbook, report, or other document was created or the period it represents.	No experience
NOW function (EX 165)	One of the 14 date and time functions available in Excel.	No experience
absolute cell reference (EX 168)	Instructs Excel to keep the cell reference.	No experience
mixed cell reference (EX 168)	A cell reference with only one dollar sign before either the column or the row	No experience

relative cell reference (EX 168)	Instructs Excel to adjust the cell reference as it copies it to the destination area.	No experience
IF function (EX 171)	Useful when you want to assign a value to a cell based on a logical test.	I use this sometimes
nested IF function (EX 176)	the action to be taken for the true or false case includes yet another IF function.	I use this sometimes
Drawing toolbar (EX 181)	Provides tools.	I use this sometimes
floating toolbar (EX 182)	Displayed in its own window and can be moved anywhere in the Excel window.	I use this sometimes
toolbar dock (EX 182)	If you drag the toolbar close to the edge of the window, Excel positions the toolbar here.	I use this sometimes
category names (EX 187)	Ranges to chart nonadjacent ranges.	I use this sometimes
chart sheet (EX 187)	Pie chart resides on a separate sheet.	I use this sometimes
data series (EX 187)	Contains data that determines the size of the slices in the pie.	I use this sometimes
exploded Pie chart (EX 187)	A Pie chart with one or more slices offset.	I use this sometimes
Pie chart (EX 187)	Used to show the relationship or proportion of parts to whole.	I use this sometimes
offsetting (EX 194)	Exploding	I use this sometimes
horizontal split bar (EX 204)	Going across the middle of the window.	I use this sometimes
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 use this sometimes
vertical split bar (EX 204)	Bar going up and down middle of the window.	I use this sometimes
what-if analysis (EX 204)	Using Excel to scrutinize	I use this sometimes

	the impact of changing values in cells that are referenced by a formula in another cell.	
goal seeking (EX 206)	Determines the value of a cell on which the formula depends.	I use this sometimes