

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)	An equation manually put in and calculated by Excel	I have used this.
equal sign (EX 74)	Alerts Excel that you are entering a formula or function and not text	I have used this.
order of operations (EX 74)	Moving from left to right in a formula	I have not used this on the computer.
Point mode (EX 75)	Allows you to select cells for use in a formula by using the mouse	I have not used this.
smart tag indicator (EX 78)	When Excel adjusts the column portion of cell references	I know what this is.
smart tags (EX 78)	Identification of certain actions to take on specific data in workbooks	I have used this before.
blank cell (EX 80)	Has a numerical value of zero	I use this.
arguments (EX 81)	The values that you use with a function	I don't use this.
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 sometimes use this.
function (EX 81)	Takes a value or values, performs an operation, and	I have used this a couple times before.

	returns a result to the cell	
MAX function (EX 82)	Displays the highest value in a range	I have used this.
MIN function (EX 84)	Displays the lowest value in a range	I have used this.
Range Finder (EX 89)	Can be used to check which cells are referenced in the formula assigned to the active cell	I don't know what this is.
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 know what this is.
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 have used this in projects.
fixed dollar sign (EX 98)	Far left in the cell, often with spaces between it and the first digit	I use this.
floating dollar sign (EX 98)	Appears immediately to the left of the first digit with no spaces	I use this.
condition (EX 104)	Made up of two values and a relational operator and is true or false for each cell in the range	I don't know what this is.
best fit (EX 107)	The width of the column will be increased or decreased so the widest entry will fit in the column	I have used this before.
character (EX 107)	A letter, number, symbol, or punctuation mark	I use this.
pixel (EX 107) hiding cells (EX 109)	A dot on the screen that contains a color.	I know what this is.
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 have used this.

spell checker (EX 111)	Used to check the worksheet for spelling errors	I use this a lot.
landscape orientation (EX 113)	The printout is printed across the length of the page	I sometimes use this layout.
portrait orientation (EX 113)	The printout is printed across the width of the page	I have not used this.
previewing the worksheet (EX 113)	Exactly how it looks without generating a printout	I use this.
debugging (EX 118)	The process of finding and correcting errors in the worksheet	I don't normally use this.
formulas version (EX 118)	shows the actual formulas you have entered	I use this.
values version (EX 118)	Shows the results of the formulas you have entered	I have seen/used this.
Web query (EX 120)	Imports the external data in the form of a worksheet	I only use this sometimes.
e-mail (EX 125)	Electronic transmission of messages and files to and from other computers using the Internet	I don't use this.