

Keyterms: Project 3

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KEYTERM	DEFINITION	KEYTERM AS IT RELATES TO YOU AND/OR YOUR EXPERIENCE
(EX 146) assumptions	Are values in cells that you can change to determine new values for formulas	
(EX 157) Office Clipboard	A special place in the computers memory that allow you to collect text	
(EX 159) drag and drop	Using a mouse to move or copy cells	
(EX 162) #REF!	An error message	
(EX 163) freeze the titles	Excel displays the titles on the screen, no matter how far down or the right you scroll	
(EX 165) date stamp	Shows the date a workbook, or other document	
(EX 165) NOW function	Is one of 14 date and time functions available in Excel	
(EX 168) absolute cell reference	Instructs Excel to keep the cell reference constant in the formula as it copies it to the destination	
(EX 168) mixed cell reference	A cell references with only one dollar sign before either the column or the row	
(EX 168) relative cell reference	Instructs excel to adjust the cell reference as it copies it to the destination area	
(EX 171) IF function	Useful when you want to assign a value to a cell based on a logical text	
(EX 176) nested IF function	Is one in which the action to be taken for the true or false case includes yet another IF function	
(EX 181) Drawing toolbar	Provides tools that can simplify adding lines ,etc.	
(EX 182) floating toolbar	It displays in its own	

	window & can move anywhere	
(EX 182) toolbar dock	If you drag the toolbar close to the edge of the window, it position the toolbar	
(EX 187) category names	Identify the slices of the chart, these entries	
(EX 187) chart sheet	Which contains only the chart	
(EX 187) data series	Data determines the size of the slices in the pie	
(EX 187) exploded Pie chart	A pie chart with one or more slices offset	
(EX 187) Pie chart	Is used to show the relationship or proportion of parts to a whole.	
(EX 194) offsetting	Or exploding it from the rest of the slices	
(EX 204) horizontal split bar	Goes across the middle of the window	
(EX 204) sensitivity analysis	When data is entered, excel not only recalculates all formulas	
(EX 204) vertical split bar	Goes up and down the window	
(EX 204) what-if analysis	When data is entered, excel not only recalculates all formulas	
(EX 206) goal seeking	Formulas to produce , to determined the value of a cell	