

# GLOSSARY



## Excel: Filtering Data for Beginners

With Dave Ludwig

Use these terms and definitions below to understand concepts taught in the course.

**Transcript Search:** note that you can search for terms directly within the course. To search video text, switch to the *Transcripts* tab, then press Cmd/Ctrl + F on your keyboard to run a search within the active transcript.

Term	Definition
<b>Advanced Filter</b>	A feature in Excel that allows users to filter data based on two or more criteria
<b>array</b>	A list of values created by applying filter
<b>filter</b>	A quick way to display only the data you care about at a particular moment
<b>Power Query</b>	A feature that allows users to filter out data and put it on another sheet in Excel
<b>slicer</b>	A button that allows users to quick and easily apply a filter to data