

EXCEL ALPHABET

A

AutoSum

A quick way to sum a range of cells, usually located on the Home tab.

B

Borders

Lines you can add to the edges of cells to improve readability and organization.

C

Conditional Formatting

A feature that changes the appearance of cells based on specified conditions.

D

Data Validation

A feature that controls the type of data or values that can be entered in a cell.

E

Excel Table

A collection of data organized in rows and columns, with features like sorting, filtering, and automatic formatting.

F

Filter

A tool that allows you to display only the rows that meet certain criteria.

G

Goal Seek

A what-if analysis tool that finds the input values needed to achieve a specific goal.

H

HLOOKUP

A function that searches for a value in the top row of a table and returns a value in the same column from a specified row.

I

IF Function

A logical function that returns one value if a condition is true and another value if it is false.

J

Justify

Aligns text to distribute it evenly across the width of a cell or range.

K

Keyboard Shortcuts

Key combinations that perform specific commands more quickly.

L

Legend

A key that explains the symbols, colors, or patterns used in a chart.

M

Macro

A sequence of instructions that automates repetitive tasks, recorded and run in Excel.

N

Named Range

A defined name for a cell or range of cells, making it easier to reference in formulas.

O

OFFSET

Returns a reference to a range that is a specified number of rows and columns from a starting cell or range.

P

Pivot Table

A powerful tool for summarizing, analyzing, and exploring data in a worksheet.

Q

Quick Analysis

A tool that provides a fast way to analyze data, offering options like formatting, charts, and formulas.

R

Relative Reference

A cell reference that changes when a formula is copied to another cell.

S

Sparkline

A small, simple chart within a cell that provides a visual representation of data.

T

Transpose

A feature that switches rows and columns of a selected range of cells.

U

UNIQUE

A function that returns a list of unique values from a range.

V

VLOOKUP

A function that searches for a value in the first column of a table and returns a value in the same row from a specified column.

W

Watch Window

A tool that allows you to keep track of cells and their values as you work in different parts of your worksheet.

X

XLOOKUP

A function that searches a range or an array and returns an item corresponding to the first match it finds.

Y

YEAR

A function that returns the year corresponding to a given date.

Z

Zoom Slider

A tool at the bottom-right corner of the Excel window that allows you to quickly zoom in or out of the worksheet.

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WORLD CHAMPIONSHIP
SEASON 2024

BATTLE 5

May 30 | 4:30 PM London time