

GLOSSARY

Excel 2016: Managing and Analyzing Data

With Dennis Taylor

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
advanced filter	Used in situations with complex criteria
COUNTIF	A function used to find cells within a specific range that match your specified data
filter	Allows you to hide data that you don't want to see
multiple-key sorting	The ability to sort multiple fields at one time
outline symbols	Symbols that show up on the left-hand side of the worksheet after creating subtotals
sort	A tool used to rearrange the order of rows or parts of rows