

GLOSSARY



Excel 2016: Data Validation in Depth

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
cells	The spaces where data is entered and stored in an Excel worksheet
COUNTIF	A function used to find cells within a specific range that match your specified data
data validation	Controls what information can be entered into a cell in an Excel worksheet, such as drop-down lists and numbers within a specific range
date limitations	Sets a specified range of dates
error alert	A message that explains why the entry was unacceptable
multitiered lists	Lists contained within other lists
text length limitations	Limits the number of characters that can be entered in a cell
time limitations	Sets a specified range of time