Glossary

A reference list of important terms used throughout the tutorial.

Active Cell

The currently selected cell in a spreadsheet. It is highlighted and ready to receive input.

Array Formula

A formula that can return multiple values or process a range of cells at once. Often used with functions like `QUERY`, `FILTER`, or `{ ... }` stacking.

Cell Range

A group of adjacent cells defined by a start and end point, such as `A2:D10`.

Chart Editor

A sidebar tool in Google Sheets used to customize and format charts (e.g. pie, bar, column).

Conditional Formatting

A feature that changes the appearance of cells automatically based on their values. Often used to highlight overdue dates or incomplete tasks.

Data Validation

A way to restrict what values a user can enter in a cell. Commonly used to create dropdown lists.

Dropdown List

A menu that lets users pick from a predefined list of values inside a cell.

Freeze Row/Column

Locks a row or column in place so it stays visible while you scroll. Often used to keep headers visible.

Function

A built-in operation in Google Sheets that performs calculations or logic. Examples: `SUM`, `FILTER`, `TODAY`.

Header Row

The first row in a table, typically containing column titles. Often frozen and protected.

IMPORTRANGE

A function used to bring in data from a different spreadsheet using its URL.

Logical Formula

A formula that uses functions like `AND`, `OR`, and comparison operators to return `TRUE` or `FALSE`.

Merged Table

A combined dataset from multiple sources, usually built with `{Sheet1!A2:D; Sheet2!A2:D}` and cleaned with `QUERY`.

Pie Chart

A circular chart that shows proportions as slices. Useful for showing how expenses or categories are

distributed.

Protect Range

A feature that limits who can edit specific cells, helping prevent accidental changes to important formulas or headers.

QUERY

A flexible function that allows SQL-like queries on a range. Useful for filtering or combining data.

SEARCH

A function that looks for a substring inside a text string and returns the position if found, or an error if not.

SUM

A function that adds together numeric values. Example: `=SUM(D2:D)`.

SUMIF

A function that adds values that match a specific condition. Example: `=SUMIF(C2:C, "Food", D2:D)`.

TODAY

A function that returns the current date. Automatically updates each day.

Toolbar

The row of buttons at the top of Google Sheets used to apply formatting, insert charts, and access tools.