GLOSSARY

Excel Essential Training (Office 365)

With Dennis Taylor

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

Transcript Search: note that you can search for terms spoken by the instructor during the course. To search videos, switch to the Transcript tab, then search for keywords using the In this video or In this course option.

Term	Definition
chart	A visual representation of numeric data
filter	A feature that enables you to hide rows within a list and focus on the most important rows
formula	A tool that enables you to perform mathematical functions in a worksheet
Ideas	An analytical tool that looks for patterns in data that it can use to create intelligent, personalized suggestions
PivotTable	An analytical tool that enables you to create quick summary totals based on a list of data
Shortcut menu	A menu that pops up when you right-click the mouse in a field
workbook	A file with at least one worksheet