

GLOSSARY

Excel Essential Training (Office 365)

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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
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
pivot table	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