

COURSE GLOSSARY

Introduction to Excel

- **Workbook:** A file in Excel that contains one or more worksheets.
- **Worksheet:** A grid of rows and columns where data is stored and analyzed inside a workbook.
- **Cell:** A single box in a worksheet where text, numbers, or formulas can be stored.
- **Cell Reference:** A way to identify a cell in a worksheet using its column letter and row number (e.g., **A1**).
- **Range:** A selection of two or more cells in Excel, defined by their references (e.g., **A1:C5**).
- **Table:** A structured range of related data in rows and columns that can be filtered, sorted, and formatted.
- **Formula:** An expression that performs calculations on values in cells (e.g., **=A1+B1**).
- **Function:** A predefined formula in Excel that performs specific calculations, such as **SUM()**, **AVERAGE()**, or **COUNT()**.
- **Aggregation:** Combining individual values to produce a summary value, such as sum, mean, or count.
- **Arithmetic Operators:** Symbols used in formulas for calculations (**+**, **-**, *****, **/**, **^**).
- **AutoFill:** A feature that automatically fills cells with repeated or sequential values based on existing patterns.
- **Named Range:** A defined name given to a cell or group of cells for easier reference in formulas.
- **Data Validation:** A feature that restricts the type of data or values entered into a cell.
- **Conditional Formatting:** A feature that changes the appearance of a cell based on the value it contains.
- **Subtotal:** A function or tool used to calculate grouped totals within a dataset.
- **Data Visualization:** Representing data graphically in charts such as column, line, or sunburst charts.
- **Column Chart:** A chart that displays data as vertical bars.
- **Line Chart:** A chart that connects data points with lines, useful for showing trends over time.
- **Sunburst Chart:** A visualization used to show hierarchical data using concentric rings.
- **Filter:** A tool that allows users to display only the rows of data that meet certain conditions.
- **Sort:** The process of arranging data in a specific order, ascending or descending.
- **Header/Footer:** Areas at the top and bottom of a worksheet page used for titles, dates, or notes.
- **Cell Styles:** Predefined formatting options applied to cells to enhance readability and consistency.