COURSE GLOSSARY

Data Visualization in Excel

Aggregated data: Data that has been summarized or grouped (for example sums, averages, or counts) to present higher-level metrics instead of individual records

Area chart: Similar to a line chart but with the area beneath the line filled, useful for emphasizing the magnitude of change or stacked contributions over time

Bar chart: A 2D chart that uses horizontal bars to compare values across categories, especially useful when category labels are long or when ranking is important

Bullet chart: A compact chart (inspired by Stephen Few) that compares a primary measure against one or more benchmarks using bars and background ranges to show performance

Clustered chart: A chart variant where multiple series are displayed side-by-side within each category so values can be compared directly across series

Column chart: A 2D chart that uses vertical bars to compare values across categories, ideal for showing differences or changes across groups

Combo chart: A combined chart that plots two or more different chart types (e.g., columns and lines) in the same visual to compare measures with different scales or characteristics

Doughnut chart: A variant of the pie chart with a central hole that displays proportions of a whole, also best for a small number of categories to avoid misinterpretation

Line chart: A chart that connects data points with lines to show trends and patterns over a continuous dimension, such as time

Pie chart: A circular chart that shows proportional parts of a whole by angle and slice size, best used with a limited number of categories

PivotChart: A chart linked to a PivotTable that dynamically reflects the PivotTable's fields and filters, allowing interactive visualization of aggregated views from the underlying data

PivotTable: An interactive Excel summary table that aggregates, groups, and rearranges disaggregated data to enable quick exploratory analysis and custom summaries

Scatter plot / Bubble chart: A scatter plot displays the relationship between two numerical variables on X and Y axes, while a bubble chart adds a third dimension by varying marker size to represent a magnitude

Secondary axis: An additional vertical axis on the right side of a chart used to plot a data series with a scale that differs significantly from the primary axis

Slicer: A visual, clickable filter control in Excel that lets users quickly filter PivotTables and PivotCharts by one or more categorical fields

Stacked chart: A chart variant where multiple series are layered on top of each other within each category to show both part-to-whole relationships and total magnitude

Timeline: A date-based filter control for PivotTables and PivotCharts that enables interactive selection of time periods (such as years or quarters) to update linked visualizations

Waterfall chart: A chart that visualizes incremental positive and negative changes that lead from a starting value to an ending value, highlighting contributions to a net change