

Glossary of Excel Terms

Ribbons	The strip of buttons and icons for navigation of Excel tools, located above the work area.
Quick Access Toolbar	A tool bar to create quick links to your favorite features.
Formula Button	A bar to write and review formulas
Copy & Create New Tabs	
Highlight tabs to edit at the same time	
F2	
Autofill	A feature to fill all cells vertically, based on a selected cell
ctrl+shift+home/end/arrows	
Freeze Panes	Preventing rows and columns from moving during scrolling
Sorting	Changing the order of data based on certain criteria, such as alphabet, etc.
Filtering	Only displaying subsets of criteria based on your selections
Paste Special, Values	
Format Painter	
Text to Columns	Separates data in one column into multiple columns, based on selected criteria
Formula theory, structure.	The basic structure of how formulas are written in Excel
Left/Right Formulas	Formulas to return only a portion of the contents of a cell, from the beginning/left or the end/right of the cell.
count	Formula to count how many numbers are in a selected area
average	Formula to find the average of numbers of in a selected area
countif, countifs	Formula to count how many numbers in a selected area, based on specified criteria
averageif, countifs	Formula to find the average of numbers of in a selected area, based on specified criteria
if formulas	Formula that performs one action if a statement is true, and a different action if the statement is false
Locking with F4/\$	Prevents a selected range from shifting.
Pivot Table	A tool that allows you to summarize and explore data interactively.
Pivot Chart	A graph built on a Pivot Table, that is also interactive like a Pivot Table.
Pivot Slicer & Formatting Options	A way to interactively update a chart with segmented buttons.
Vlookup	Looks at a value in one column, and finds its corresponding value on the same row in another column or sheet.