

# Glossary

**3-D cell reference** Address in a formula that refers to the same single cell in adjacent worksheets of the workbook; may be used to sum or average the contents of those cells

**Adjacent** Arrangement of cells, objects, or files that are next to each other; may be selected as a group by using **[Shift]**; also known as *contiguous*

**Alignment** Horizontal placement of text relative to the left and right margins of a cell or a page, where text is left-, right-, or center-aligned; or, vertical placement of text relative to the top and bottom margins of a cell or page, where text is top-, middle-, or bottom-aligned

**Ascending** Sort order in which column cells are arranged alphabetically from A to Z, numerically from smallest to largest, or chronologically from earliest to most recent

**Auditing** Reviewing formulas to locate errors

**AutoComplete** Feature that offers to complete the typing for you when it recognizes certain words or phrases

**AutoFill** Feature that extends a series, copies data, or copies a formula into adjacent cells

**Backstage view** Contains common commands such as Open, Save, and Print; available via the File tab

**Calculated field** Column in a worksheet table or PivotTable containing one formula that applies to all cells in the table

**Callout** Box or bubble containing an explanation of the item to which it points; used in charts and illustrations

**Cell** Intersection of a column and row

**Change history** Record of changes that were accepted/rejected in a workbook; the Track Changes feature must be switched on to create the change history

**Clip art** Images, photographs, sounds, and animated GIFs that can be easily searched and inserted from the Clip Art task pane

**Comma delimited** Text file that uses a comma to separate two columns of data; all other text formatting is removed so that data may be imported from an incompatible application

**Comment** Note that can be attached to a cell

**Compatibility Checker** When an Excel 2013 workbook is saved for an earlier Excel version, the Compatibility Checker notifies the user how features specific to Excel 2013 will be handled in the earlier version

**Compatibility Pack** Free download from Microsoft which, when installed on a system running an older version of Office, allows the user to open and edit files created in the newer Office 2013, 2010 and 2007 format

**Conditional formatting** Formatting applied to cell contents when user-specified criteria are met

**Consolidate command** Tool that combines values from source worksheets into a destination worksheet by position in the worksheets or by category

**Context menu** Menu that appears when you right-click; also known as pop-up menu

**Contextual tab(s)** Ribbon tabs that appear in context with the task being performed

**Converter** Small program that allows an application program such as Excel to open files not in its native file format

**Crop** Hiding parts of a picture to make certain other elements stand out or to remove unwanted elements

**Data source** In a mail merge, the variable data that merges with the main document; controlled by merge fields

**Data tables** Analysis tools that substitute various values from a list for either one or two cell references in a formula; the table displays results for each combination of values

**Data Validation** Tool that checks the data being entered in a cell against a criterion; a message displays if the data is outside the criterion boundaries

**Default** Setting that a computer program assumes you will use unless you specify a different setting

**Defined name** Name given to a single cell or range of cells; may be used to navigate the workbook or create formulas

**Demote** To increase the list level; demoted bullets are indented to the right

**Dependents** Cells containing formulas that refer to the selected cell; the Trace Dependents command draws an arrow from the selected cell to the dependent cells

**Descending** Sort order in which column cells are arranged alphabetically from Z to A, numerically from largest to smallest, or chronologically from most recent to earliest

**Dialog box launcher** Small icon that appears in the lower-right corner of some Ribbon groups; click to open a dialog box or task pane related to the group

**Digital certificate** Electronic credential from a trusted source that allows the user to create a digital signature in a workbook

**Digital signature** Means of authenticating the identity of a workbook's originator; a signed workbook cannot be modified

**Document Inspector** Reviews workbooks for hidden data or personal information that might be stored in the workbook

**Drag and drop** Method of copying and moving text/objects; most useful when copying or moving a short distance or between two files displayed side by side

**Embedded object** Object from a source file that is inserted in a destination file; changes to an embedded object have no effect on the original object

**Field** Column that contains a specific type of data

**File format** Manner in which information is stored in a computer file; application programs normally have a special file format that they use by default

**File (tab)** Ribbon tab that expands to a menu containing commands to open, save, and print files

**Filter** Process that hides records that do not meet user-specified criteria

**Flash Fill** Allows the user to create a new column of data by providing a few examples of how existing data should be used

**Footers** Text located within the bottom margin of a file that repeats on all applicable pages

**Format Painter** Tool used to copy formats from one block of text, data, or graphic and apply them to another block of text, data, or graphic

**Formula Bar** Area above the worksheet in which you view, type, and edit cell entries

**Freeze** To set rows at the top and/or columns at the left of a worksheet to remain displayed as the worksheet is scrolled

**Function** Predefined formula that performs calculations on table cells

**Goal Seek** Analysis tool that calculates the value of one variable cell that is necessary to achieve a specific formula result

**Grouping** Selecting multiple worksheets so you may enter the identical data or format cells in all grouped sheets simultaneously

**Headers** Text located within the top margin of a file that repeats on all applicable pages

**Header row** First row in a table or external data source that contains text labels to describe the data in the columns below those labels

**HTML (Hypertext Markup Language)** Programming language used to create web pages

**Hyperlink** Block of text or a graphic that jumps you to another location in a file, to another file, or to a web page when clicked

**Imported** Data retrieved from another file saved in a file format compatible with the destination application

**Input message** Message that instructs the user to enter data consistent with the validation rule set for a cell; also known as validation text

**Intranet** Internal computer network in a company or organization in which users may access shared files and resources, such as printers

**Linked object** Object created in a source file and inserted or pasted in a destination file; the object retains a link to the source file; the destination file can be updated when the source file is modified

**Linking formula** Cell contents beginning with an equals (=) sign that connect to a cell in another area of the same worksheet, a different worksheet, or a different workbook

**Live Preview** When you point at formatting commands on the Ribbon, it displays how the format would appear on selected text and objects without actually applying the format

**LOOKUP function** Formula component that retrieves a piece of data from a lookup table located somewhere in the same worksheet, a separate worksheet, or a different workbook

**Macro** Series of frequently used commands that can be grouped as a single command; used to speed up repetitive tasks

**Mail Merge** Word feature used to personalize standard letters, envelopes, mailing labels, and other documents by combining a main document with a data source, such as an Excel worksheet

**Main document** In a mail merge, the document that contains the content that remains constant for each recipient; controls the merge with merge fields

**Marquee** Animated dashed line that surrounds selected cells during an operation, such as a cut or copy

**Merge** To combine multiple copies of a workbook containing all user changes into a single workbook

**Mini toolbar** Toolbar containing common formatting commands that appears when text is selected

**Native file format** Default file format used by a program

**Nonadjacent** Arrangement of cells, objects, or files not next to each other; may be selected as a group using **[Ctrl]**; also known as *noncontiguous*

**Nonnative file format** File format that can be used by a program, but is not the default (native) file format

**Office Web Apps** Simplified versions of Excel, Word, or PowerPoint used to view and edit workbooks on the web, especially when the full version is not installed on the computer

**Open XML** File format used by Office 2013, 2010 and 2007 programs to save workbooks

**PDF (Portable Document Format)** File format that allows others to view and print a document with all formatting intact even if they do not have the application that created the document

**PivotChart** Chart view based on a PivotTable

**PivotTable** Table view of row and column data that allows the data to be summarized and compared in multiple ways

**Precedents** Cell addresses referenced in a formula; the Trace Precedents command draws arrows from these cells to the formula cell

**Print Preview** Feature that allows you to see how a file will look when printed

**Promote** To decrease the list level; promoted bullets are outdented to the left

**Quick Access toolbar** Graphical User Interface (GUI) that contains buttons for frequently used commands; can be customized according to your preference

**Quick Analysis** Formatting options for a highlighted range of data that can be accessed via an adjacent button

**Range** Multiple cells in adjacent rows, columns, or both rows and columns

**Record** Collection of data in one row for one person, item, or category

**Ribbon** Contains commands that help you perform tasks; organized in tabs that relate to a particular type of activity and groups of related commands

**Scaling** Enlarging or reducing an object's overall size to a percentage of its original size

**Scenario Manager** Analysis tool that creates and saves what-if models with up to 32 variables

**Screenshot** Picture of a non-Excel window captured and layered on an Excel worksheet

**Shapes** Tools for drawing images in workbooks

**Shared workbook** Workbook set up to track changes that multiple users make; may be distributed to users one at a time or placed on a network server for multiple users to access simultaneously

**SkyDrive** Web storage location provided by Microsoft that allows you to access workbooks from any computer with Internet access.

**SmartArt** Predesigned graphic images you can add to a workbook; categories include List, Hierarchy, Pyramid, and so forth

**Solver** Analysis tool in Excel that sets the values of multiple cells used in a formula to produce the desired result that is specified for a target cell

**Sort** To arrange data in alphabetic, numeric, or date order

**Sparklines** Miniature charts in worksheet cells that illustrate the direction (increasing or decreasing) of a cell range in one row or column

**Structured reference** Method of indicating the location of a cell or other component within a table; allows formulas to adjust results automatically as rows and columns are added to the table

**Style** Group of formats that allows you to quickly apply multiple formats at once; when a style is modified, all text with the style applied is updated with the modification; also known as Quick Styles

**Syntax** Basic rules for constructing a formula, specifically one containing a function

**Tab** Area on the Ribbon that contains groups of commands; also, a code that sets a specific amount of space between two text items

**Tab delimited** Text file that uses a tab code to separate two columns of data; all other text formatting is removed so data may be imported from an incompatible application

**Table** Grouping of worksheet cells that may be sorted, filtered, formatted with a table style, and calculated with structured references

**Table styles** Predesigned colors and formatting that can be applied to a table; also called a Quick Style

**Template** Preformatted workbook that acts as a master workbook that can be used over and over again; can also contain text, graphics, and other objects

**Theme** Set of formatting selections that can be applied to a workbook; includes colors, graphic elements, and fonts all designed to work well together

**Title Bar** Appears across the top of the application window; contains the name of the application and the name of the current file

**Toggle** Button or setting that switches on when clicked and switches off when clicked again

**Track Changes** Feature that marks each change to a workbook; changes can then be reviewed and either accepted or rejected

**Trendlines** Lines that illustrate the direction (increasing or decreasing) of one data series in a chart

**Validation rule** Criterion used to limit the type of data or specific value entered into a cell

**Views** Onscreen layout optimized for specific tasks or for determining how a file will look when deployed in final form

**What-if analyses** The results of changing the value in one or more cells used in a formula

**Workbook properties** Information about a workbook that is saved with the workbook contents

**Workbook theme** Preset design consisting of color scheme, text formatting, and placeholder positions

**XPS (XML Paper Specification)** File format that allows others to view and print a file with all formatting intact even if they do not have the application that created the file

**Zoom** Command that changes the onscreen levels of magnification