

GLOSSARY



Cert Prep: Excel 2016 Microsoft Office

Specialist (77-727)

With Jennifer McBee

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
Freeze Panes	Enables a user to make a row or column always visible
layout	The way a page is set up, including margins, page orientation, headers, and footers
margin	How far text or objects are away from the edges of a paper
merge	To combine into a single cell
named range	An object made up of several cells all given the same name or label
sparkline	A small chart that appears in a worksheet cell; provides a visual representation of selected data