

GLOSSARY



Cert Prep: Excel 2016 Microsoft Office

Expert (77-728)

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
auto fill	A way to quickly complete a list or to copy values and formulas into a worksheet; includes three options: copy the cells, fill the series, and fill the formatting only
conditional formatting	Applies a format to cells based on a certain criterion; often utilizes operators like “greater than” and “less than” or functions like “AND” or “OR”
IFS functions	Functions available in Excel that all users to use multiple criteria in arguments, including AVERAGEIFS, SUMIFS, and COUNTIFS
PMT function	A tool within Excel that allows users to calculate payments
protect	A setting that makes it so other users cannot come in and either delete information or change information in any worksheet; also keeps hidden worksheets, columns, and rows hidden from other users
Query	Used to link data between workbooks or other data sources, like a text file or an Access data table
RGB value	A number that represents a color based on its red, green, and blue intensity
structured reference	The combination of a table and column names; the names adjust when you change or remove any data from the table