

## MS Excel - Glossary

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- Analyse and interpret data easily
- Present data in clear, easy-to-read, professional-looking charts
- Perform analysis using tools like scenarios and PivotTables
- Simplify complex and repetitive tasks through automation solutions
- Import and export data between Excel and other Office applications so you can stop spending time manually entering duplicate data
- Create user-friendly templates and forms to make information gathering a simple process

### **Absolute cell referencing**

Sometimes you will need to refer to the same specific cell on a worksheet (i.e. exchange rate or VAT). Absolute references are fixed and never change even if you move or copy a formula.

### **Auto fill**

Excel is able to recognise simple numeric patterns. Suppose you are creating a worksheet and you need to add 10, 20, 30 and so forth to a column. Rather than typing all the numbers to a 200, Excel can 'auto fill' them for you as long you tell it the pattern to begin with

### **Auto sum**

Because the most common calculation is the totalling of data, Excel has a button the toolbar called auto sum. Auto sum writes a formula that uses the SUM function.

### **Calculations**

Formulae are a method of writing your own calculations. Formulas automatically re-calculate and produce current results after you update data used by the formula.

### **Conditional Formatting**

A conditional format, allows you to only format cells that meet certain conditions, i.e. above, below or between a specific value or set of values.

### **Consolidation**

There may be occasions when you have data that you want to consolidate across a number of files. For example, employees' expenses have been entered into three separate files, Expenses for January, February and March. You want to consolidate the data into one worksheet called quarterly summary. Consolidation is your answer.

### **Custom fills**

Excel comes with a powerful tool for creating labels known as custom lists these include months of the year, days of the week and fiscal quarters. If these are not enough you can create your own custom lists very quickly and easily

### **Embedding**

Whereas linking connects two applications together through a pasted file or a portion of file, embedding places the entire document and makes the tools of its native application available within another application.

## **Filtering**

Filtering allows you to display only the records that share specific criteria, or field values. Within Excel Auto filter allows you to perform this task. When you turn on Auto filter, filter arrows which look like down arrows, will appear next to the column headings. You click an arrow to display a list of values in that field, and then select a value to use as a condition

## **Forms**

If you have a large amount of data to enter it can be time-consuming moving from cell to cell in a worksheet and you might enter data in the wrong cells. Forms make it easier for you to enter data into your worksheet.

## **Functions**

Not all calculations are simple – fortunately with Excel’s many functions it is made much easier. Functions are built in formulas that perform complex maths for you. You enter the function name and any extra information that the function requires and Excel performs the calculations

## **Linking**

Beyond a simple cut and paste you can create a link between Excel and a Word or PowerPoint file. This will establish a connection that enables you to update your Excel data (source) and have the updates reflected in the Word and or PowerPoint (target) files.

## **Macros**

If you perform macros repeatedly in excel you can automate the task with a macro. A macro is a series of commands and functions that are stored in visual basic and can be run whenever you want them.

## **Named ranges**

You can use names to help you identify areas of your worksheets a lot quicker. Names makes formulas easy to recognised and maintain, for example =price\*qty makes much more sense than A12-B12. Names are also easier to remember than cell references

## **Pivot Tables**

Pivot Tables are used to summarise data in a list. Pivot Tables use fields and items. A field in a Pivot Table corresponds to a column in a list.

## **Protecting cells**

It is possible to protect an entire worksheet from amendments by another user.

## **Styles**

A style is a collection of formatting attributes such as font, size, bold, italic, cell shading etc. When you apply a style to a cell, all of the formatting attributes contained as part of that style are applied to the cell.

## **Templates**

There may be occasions when you want to save the general layout of a workbook for future use. Within Excel you can create your own templates.

## **Validating data**

Just looking at a worksheet doesn’t tell you whether a cell contains a formula or a value, or which cells a formula refers to, or whether a formula is correct. However, Excel provides some useful tools for helping you validate formulas