Term	Definition	Example
3D Reference	A reference to a cell or range that spans two or more worksheets in the same workbook.	Summing data across multiple sheets with `=SUM(Sheet1:Sheet3!A1)`
Absolute Reference	A cell reference that remains constant even if the cell in which the reference occurs is moved.	`$A$1` stays the same when copied.
Active Cell	The currently selected cell in a worksheet.	Clicking on A1 makes it the active cell.
Add-in	A software module that adds additional features to Excel.	Installing the Analysis ToolPak for advanced statistical functions.
AutoFill	A feature that automatically fills cells with data, patterns, or formulas.	Dragging the fill handle from a cell with "1" populates "2, 3, 4..."
Cell	The intersection of a row and a column on a worksheet.	Cell A1 is at Row 1, Column A.
Cell Format	The way data appears in a cell.	Setting a cell to display currency.
Cell Reference	The unique identifier for a cell.	"A1" refers to Column A, Row 1.
Chart	A graphical representation of data from a worksheet.	A bar chart of monthly sales.
Column	A vertical set of cells in a worksheet.	Column A contains names.
Comment	Renamed 'Note' since Office 365. A threaded note attached to a cell, separate from other cell content.	Adding a note (comment) to explain a formula.
Conditional Formatting	A feature that allows cells to be formatted based on specific criteria.	Highlight cells greater than 10.
Custom View	A saved display setting, including the zoom level, window position, hidden rows/columns, and filters.	Creating a custom view for a monthly summary, hiding detailed data rows.
Data Bar	A graphical representation within a cell, indicating the cell's value relative to other cells.	A data bar showing progress toward a goal.
Data Consolidation	The process of combining data from multiple ranges into a single range.	Summing sales data from multiple regions into one table.
Data Labels	Labels that provide additional information about a data point in a chart.	Displaying the exact value of a bar in a bar chart.
Data Series	A group of related data points or values that are plotted in a chart.	Monthly revenue figures in a line chart.
Data Table	A range of cells that shows how changing certain values in formulas affects the results.	Analyzing how different interest rates affect loan payments.
Data Validation	A feature that restricts the type of data or the values that users can enter into a cell.	Only allowing numbers between 1 and 100.
Drop-down List	A feature that creates a list of valid entries for a cell.	Creating a drop-down list of product names in a cell.
Embedded Chart	A chart that is placed on a worksheet rather than on a separate chart sheet.	Inserting a pie chart next to the data it represents on the same sheet.
Error Checking	A feature that identifies common errors in formulas.	Detecting a divide by zero error.
External Reference	A reference to a cell or range in a different workbook.	`=[Book2.xlsx]Sheet1!A1`
Fill Handle	A small square at the bottom-right corner of a selected cell or range.	Dragging it on a cell with "Jan" produces "Feb, Mar..."
Filter	A tool that allows users to display only the rows that meet specific criteria.	Showing only rows where "Status" is "Complete."
Find and Replace	A tool to search for and replace specific text or values in a worksheet.	Replacing all instances of "Q1" with "Quarter 1".
Flash Fill	A tool that automatically fills in values in a column by recognizing patterns in adjacent columns.	Filling first names based on full names in another column.
Formula	A combination of functions, cells, ranges, values, and operators that produce a new value.	`=A1+B1` adds the values in cells A1 and B1.
Formula Auditing	Tools used to track the relationships between cells and formulas.	Tracing precedents of a calculated value.
Formula AutoComplete	A feature that helps you enter formulas by suggesting functions and named ranges.	Typing "=AV" might suggest the AVERAGE function.
Formula Bar	A bar at the top of the Excel window where you can enter or edit formulas or data.	Typing `=SUM(A1:A3)` in the formula bar.
Freeze Panes	A feature allowing certain rows or columns to remain visible when scrolling.	Freezing the first row to keep headers visible.
Function	A predefined formula in Excel.	`=SUM(A1:A3)` adds all numbers in the range A1:A3.
Goal Seek	A tool determining the input needed in one cell to achieve a desired result in another cell.	Finding the required sales for a target profit.
Gridlines	The horizontal and vertical lines that define the cells in a worksheet.	The lines that form the cell borders.
Grouping	The process of combining rows or columns together to create a summarized view.	Grouping rows of data by month for a clearer view.
Header Row	The top row of a table or list that contains column names or labels.	A row containing "Product", "Price", and "Quantity".
Header/Footer	Text or graphics printed at the top (header) or bottom (footer) of each page in a worksheet.	Adding a page number in the footer.
Hyperlink	A link in a worksheet that, when clicked, opens a webpage or another document.	A link to a website.
IF Function	A function that returns one value if a condition is true and another value if it's false.	`=IF(A1>10, "Yes", "No")`
Input Message	A message that appears when a cell with data validation is selected, providing guidance about the data.	A message saying "Enter a date in 2023".
Justify	A feature that distributes text evenly between the margins of a cell.	Making a paragraph of text spread evenly across the width of a cell.
Keyboard Shortcut	A combination of keys that, when pressed simultaneously, performs a command.	Using "Ctrl+C" to copy a cell's content.
Legend	A key that identifies the patterns or colors assigned to the data series in a chart.	A box explaining that blue bars represent "Sales" and red bars represent "Expenses".
Logical Functions	Functions that return values based on logical tests.	`=AND(A1>10, B1<5)`
Lookup Functions	Functions used to search for specific data in a worksheet.	`=VLOOKUP(A1, B:C, 2, FALSE)`
Macro	A set of commands that can be executed in sequence to automate repetitive tasks.	A macro to sort data.
Manual Calculation	A setting where Excel recalculates formulas only when you request, not automatically.	Setting calculation to manual to speed up large workbooks.
Merge Cells	A feature that combines two or more cells into a single cell.	Merging A1 and A2 into a single larger cell.
Name Box	A box to the left of the formula bar that displays the cell reference or the name of the active cell.	Shows "A1" when cell A1 is active.
Name Manager	A tool to add, edit, delete, and find all the named ranges in a workbook.	Using the Name Manager to edit the range of "SalesData".
Named Range	A descriptive name for a specific cell or range of cells in a worksheet.	Naming A1:A3 as "SalesData."

Term	Definition	Example
Note	New for Office 365, Previously 'Comment'. A note attached to a cell, separate from other cell content.	Adding a note (comment) to explain a formula.
Orientation	The direction in which data is printed on a page (portrait or landscape).	Setting a worksheet to print in landscape mode.
Page Break	A divider that breaks a worksheet into separate pages for printing.	Inserting a page break after every 50 rows.
PivotTable	A data summarization tool that lets users see different summaries of the source data.	Summarizing sales data by quarter.
Print Area	A specified range of cells that you define to print when you print a worksheet.	Setting A1:B10 as the print area.
Print Titles	Row or column labels that are printed at the top or side of every page.	Repeating row 1 as a title on each page.
Protected Sheet	A worksheet that has restricted editing rights.	A sheet requiring a password to modify.
Query	A tool in Excel that retrieves and manipulates data from external databases.	Importing data from an SQL database into Excel.
Quick Access Toolbar	A customizable toolbar with commands that are independent of the tab on the Ribbon currently displayed.	Adding a "Save" button for quick access.
Range	A group of one or more cells that can be selected or acted upon.	A1:A3 includes cells A1, A2, and A3.
Read-Only	A setting that allows a file to be viewed but not modified.	Opening a shared workbook as read-only to prevent changes.
Real-time Data (RTD)	A function that allows Excel to retrieve real-time data from a program.	Stock prices updated in real-time.
Relative Named Range	A named range that adjusts based on the position of the active cell.	A named range "Above" that always refers to the cell directly above the active cell.
Relative Reference	A cell reference that adjusts when copied or filled to other cells.	`A1` becomes `A2` when copied down a row.
Ribbon	The main set of commands, organized in tabs, at the top of the Excel window.	The "Home" and "Insert" tabs are part of the Ribbon.
Row	A horizontal set of cells in a worksheet.	Row 1 contains headers.
Scenario Manager	A tool that allows you to create and switch between different groups of values.	Creating best and worst-case scenarios for a budget.
Series Fill	A tool that fills a range with a series of numbers, dates, or other values.	Filling a range with the dates of all Sundays in a year.
Sheet Tab	A small tab at the bottom of a worksheet that allows users to switch between sheets in a workbook.	"Sheet1" at the bottom.
Slicer	A visual filter in PivotTables and PivotCharts to filter data interactively.	A slicer to filter data by year.
Solver	A tool that finds the optimal value for a particular cell by changing the values of several cells.	Maximizing profit by changing variable costs.
Sort	A feature that arranges data in a specific order.	Sorting names alphabetically.
Sparkline	A small chart in a worksheet cell providing a visual representation of data.	A line sparkline showing monthly trends.
Split	A feature that divides the Excel window into separate panes.	Splitting the window to scroll rows and columns independently.
Spreadsheet	A digital document made up of columns and rows for organizing, analyzing, and storing data.	An Excel file tracking expenses.
SUMIF Function	A function that adds up all numbers in a range of cells based on a given condition.	`=SUMIF(A1:A5, ">10")`
Table	A collection of data stored in rows and columns format.	A table of student grades.
Text Box	A graphical element that contains text and can be placed anywhere on a worksheet.	Adding a text box with notes about a chart.
Text Functions	Functions used to manipulate text in a worksheet.	`=UPPER(A1)` makes text uppercase.
Trace Dependents	A tool that identifies cells that depend on the value in a specific cell.	Identifying cells affected by a change in a specific cell's value.
Trace Precedents	A tool that identifies cells that provide data to a specific cell.	Tracing cells that contribute to a sum.
Validation Circle	A circle that appears around cells with invalid data based on validation criteria.	A red circle indicating a date entry outside the allowed range.
Validation Criteria	The set of rules that dictate what data can be entered into a cell.	Setting a rule to only allow dates in a cell.
Value Axis	The axis in a chart that represents the values or units of data.	The y-axis in a bar chart showing sales figures from 0 to 10,000.
VBA	The programming language used to create macros in Excel.	Using VBA to create a custom function.
Watch Window	A feature that lets you monitor the values of certain cells.	Watching the total sales value as data is entered.
Web Query	A tool that retrieves data from a webpage into an Excel worksheet.	Importing live currency exchange rates from a website.
Workbook	The main file type used in Excel, which can contain one or more worksheets.	A .xlsx file with three worksheets.
Workbook Protection	A feature that restricts users from adding, deleting, hiding, and renaming worksheets.	Protecting a workbook to prevent unauthorized changes.
Workbook Views	Different ways to view a workbook.	Switching to "Page Layout" view.
Worksheet	A single page or tab within a workbook where data is entered and analyzed.	"Sheet1" in a workbook.
Wrap Text	A feature that displays the content of a cell on multiple lines.	Making a long text entry visible within a single cell.
Zero Values	The display of zeros in cells that have a value of zero.	Showing "0" in cells where no sales were made.
Zoom Control	A feature that allows users to magnify or reduce the view of a worksheet.	Zooming in to 150% for better visibility.
Zoom Slider	A tool on the status bar that allows users to zoom in or out of the worksheet view.	Using the slider to zoom in to 200% for a closer view of data.
Z-Order	The layering of objects on a worksheet, determining what appears in front of or behind other objects.	Sending a shape to the back so that text appears in front of it.