

GLOSSARY

Excel 2019 Essential Training

With Dennis Taylor



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
Excel	A spreadsheet package used to create charts and lists
formula	Used to calculate information in the different cells of a spreadsheet
function	A formula that is already created in Excel and ready to use
Redo	A feature used to repeat one or more previous actions
Undo	A feature used to cancel one or more previous actions
workbook	A file in Excel
worksheet	Pages located within a workbook