

Key Terms

Excel Lesson 6: Enhancing a Worksheet

- **Ascending sort:** Data with letters arranged in alphabetical order (A to Z), data with numbers arranged from lowest to highest, and data with dates arranged from earliest to latest. (EX 122)
- **Comment:** A note attached to a cell that is usually used to explain or identify information contained in the cell. (EX 147)
- **Conditional formatting:** Highlights worksheet data by changing the look of cells that meet a specified condition. (EX 127)
- **Descending sort:** Arranges data with letters from Z to A, data with numbers from highest to lowest, and data with dates from oldest to newest. (EX 122)
- **Filter:** Displays a subset of the data that meets certain criteria and temporarily hides the rows that do not meet the specified criteria. (EX 124)
- **Filter arrow:** Appear in the lower-right corners of the column heading cells and are used to access the AutoFilter menu for that column. (EX 124)
- **Hyperlink:** A cell in a worksheet that opens another file or page when you click it. (EX 142)
- **Object:** Anything that appears on the screen that you can select and work with as a whole. (EX 131)
- **Picture:** A digital photograph or other image file. (EX 134)
- **Research task pane:** Provides access to information typically found in references such as dictionaries, thesauruses, and encyclopedias.(EX 148)
- **Screen clipping:** When you take a screenshot, you can include everything visible on your monitor or a screen clipping, which is the area you choose to include. (EX 137)
- **Screenshot:** A picture of all or part of something you see on your monitor, such as a Word document, an Excel workbook, a photograph, or a Web page. (EX 137)
- **Shape:** Shapes, such as rectangles, circles, arrows, lines, flowchart symbols, and callouts, can help make a worksheet more informative. (EX 130)
- **SmartArt graphic:** Enhance worksheets by providing a visual representation of information and ideas. (EX 132)
- **Sort:** Rearranging the data in a more meaningful order.(EX 122)
- **Template:** A predesigned workbook file that you can use as the basis or model for a new workbook. (EX 139)