LESSON 4 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Consolidate	To combine data and create a summary.	258
Delimited	Data that are separated by a tab, comma, or other character.	251
Export	To send data from Excel to another application.	253
Import	To bring data into Excel from another source.	251
Property	Information that is saved as part of a workbook without being displayed on a worksheet.	259
Publish	To make data into an interactive Web page.	254
Template	A workbook that is used as the basis for new workbooks.	255
User-defined template	A template created by a user, not one supplied with Excel.	255
Web query	A function that searches Web pages for information.	252
XML	A programming language used to exchange data among applications. XML stands for eXtensible Markup Language.	260

You Should Know

A Web browser is used for viewing Web pages. A Web query is used to search for information to import from a Web page.

Troubleshooter

If you try to bring an entire Web page into Excel, some items, such as images and frames pages, will not be imported.