

How to Build a Glossary in Excel

Using Excel, you can build a glossary and save it as a .CSV (Comma-Separated Value) file. If you want to add your own terms for specific items related to your course, this is a useful way to share that with students.

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Step-by-step guide

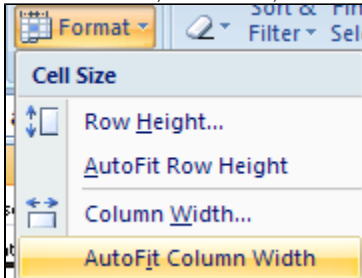
To build a glossary

1. Open a new Excel workbook.
2. In the first cell, type the first term you want entered in your glossary.
3. In the cell directly next to the term, type the definition for the term. You may need to extend the cell to fit the new text.
4. Repeat with the remainder of your glossary items.

Accent	The emphasis, or stress, given a syllable in pronunciation. We say "
Act	A major division in the action of a play. The ends of acts are typical
Allegory	A narration or description usually restricted to a single meaning bec
Ballad	stanza A four-line stanza, known as a quatrain, consisting of altern
Cacophony	Language that is discordant and difficult to pronounce, such as this
Caesura	A pause within a line of poetry that contributes to the rhythm of the
Dactylic meter	See foot.

To extend cells automatically

On the Home tab, under **Cells**, click **Format**, and then click **AutoFit Column Width**.

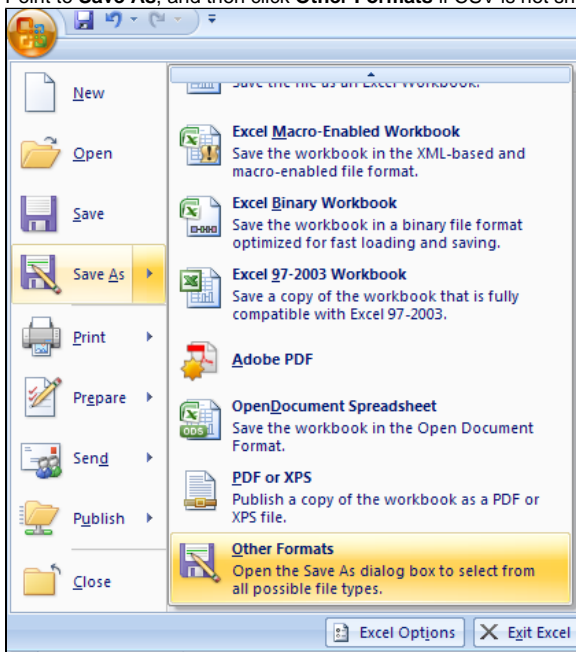


To save glossary in .csv format

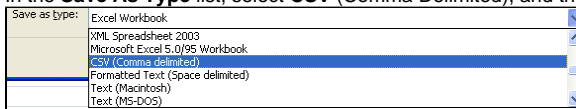
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1. Point to **Save As**, and then click **Other Formats** if CSV is not shown.



2. In the **Save As Type** list, select **CSV (Comma Delimited)**, and then click **Save**.



Once saved, you can upload your newly created file to Blackboard by going to the [Glossary](#) tool and using the **Upload/Download** menu.

See Blackboard's Help page for more information on the Glossary tool: [Blackboard Help: Glossary](#)