

Lesson 12 to Lesson 17 Key Terms

Lesson 12 Key Terms

- **Active cell:** The cell that is selected. (Mod2-173)
- **AutoFill:** A feature that enables you to repeat the same data in a column or row. (Mod2-186)
- **Cell:** The intersection of a single row and a single column. (Mod2-172)
- **Cell reference:** The column letter followed by the row number. (Mod2-172)
- **Column heading:** The letter at the top of the column. (Mod2-180)
- **Range:** A group of cells that all touch each other. (Mod2-180)
- **Row heading:** The number at the left of the row. (Mod2-180)
- **Spreadsheet:** A grid of rows and columns into which you enter text data and numerical data. (Mod2-172)
- **Value:** The text or numbers in a cell. (Mod2-177)
- **Workbook:** Location where worksheets are stored in Excel. (Mod2-172)
- **Worksheet:** An Excel spreadsheet. (Mod2-172)

Lesson 13 Key Terms

- **Cell style:** A set of predefined formats you can apply to some of the worksheet data. (Mod2-207)
- **Filter:** To screen data that matches specified criteria. (Mod2-210)
- **Freeze:** Locking columns and/or rows so you can keep an area visible as you scroll through the worksheet. (Mod2-198)
- **Header row:** A row that contains column headings or field names in the data source. (Mod2-196)
- **Sheet tab:** A tab at the bottom of the screen that provides quick and easy access to the worksheet. (Mod2-200)
- **Split:** Divide the worksheet horizontally so the panes appear on the screen one above the other, or to divide the worksheet vertically so the two panes appear side by side on the screen. (Mod2-198)
- **Table style:** A set of predefined formats that you can apply to all the worksheet data with a single click. (Mod2-207)

Lesson 14 Key Terms

- **Absolute cell reference:** A reference that does not change when the formula is copied or moved to a new location. (Mod2-227)
- **Argument:** A value, a cell reference, a range, or text that acts as an operand in a function formula, and it is enclosed in parentheses after the function name. (Mod2-229)
- **Chart:** A graphic representation of your worksheet data. (Mod2-238)
- **Complex formulas:** Formulas containing more than one operator. (Mod2-224)
- **Embedded chart:** A chart created on the same sheet as the data used in the chart. (Mod2-242)
- **Formula:** The equation used to calculate values in a cell. (Mod2-224)

- **Function formula:** A special formula that names a function instead of using operators to calculate a result. (Mod2-229)
- **Mathematical functions:** Functions that perform calculations that you could perform using a scientific calculator. (Mod2-228)
- **Mixed cell reference:** A cell reference that contains both relative and absolute references. (Mod2-227)
- **Operand:** A number or cell reference. (Mod2-224)
- **Operator:** A symbol that indicates the mathematical operation to perform with the operands. (Mod2-224)
- **Order of evaluation:** The sequence used to calculate the value of a formula. (Mod2-224)
- **Relative cell references:** A reference that adjusts relative to the formula's new location when it is copied to another cell. (Mod2-227)
- **Statistical functions:** Functions that describe large quantities of data. (Mod2-228)

Lesson 15 Key Terms

- **Presentation:** The name of the document files in PowerPoint. (Mod2-250)
- **Slide layout:** The arrangement of the placeholders on a slide. (Mod2-258)
- **Slide master:** The main slide that stores information about the theme and layouts of the presentation. (Mod2-265)
- **Slide pane:** The area in the presentation window that contains the slide content, and the dotted borders in the slide pane identify placeholders where you can insert text and graphics on the slide. (Mod2-250)
- **Theme:** Design which specifies the color scheme, fonts, and effects for a presentation. (Mod260)

Lesson 16 Key Terms

- **Animation:** A special visual or sound effect you can add to text or an object. (Mod2-286)
- **Emphasis effects:** Effects that draw attention to an object that is already visible on the slide. (Mod2-286)
- **Entrance effects:** Effects that control how the object enters onto the slide. (Mod2-286)
- **Exit effects:** Effects that control how an object leaves the slide. (Mod2-286)
- **Motion paths:** Enable you to create a path for the object to follow on the slide. (Mod2-286)
- **Slide transitions:** Settings that determine how a slide is introduced as you move from one slide to another in Slide Show view. (Mod2-284)
- **Trigger:** Starts a sound effect or animation segment. (Mod2-286)

Key Terms

- **Data type:** Determines what type of data the field can store. (Mod2-314)
- **Database:** A collection of related information. (Mod2-304)
- **Datasheet:** Another name for a table; the primary object in a database. (Mod2-309)

- **Entry:** Data entered into a cell. (Mod2-313)
- **Field:** A single piece of database information. (Mod2-309)
- **Field name:** A label that helps identify the field. (Mod2-309)
- **Field properties:** Define the characteristics and behavior of a field. (Mod2-314)
- **Primary key:** A unique identifier for each record in a database table. (Mod2-309)
- **Record:** A group of related fields in a database. (Mod2-309)
- **Relational database:** A type of database in which information is organized into separate subject-based tables, and the relationship of the data in one or more tables is used to bring the data together. (Mod2-304)
- **Table:** The primary object in a database. (Mod2-309)