

# LESSON

# 1

# 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.

See page TM36 for English Learner activity suggestions.

Key Term	Definition	Page Number
<b>Advanced filter</b>	A function that displays only those items that meet certain specifications.	167
<b>Argument</b>	A value in a formula.	188
<b>Constraint</b>	A limit that is set.	186
<b>Criteria</b>	With a filter, conditions that must be satisfied for data to be displayed.	167
<b>Database function</b>	A formula that acts on only those items that meet certain specifications.	188
<b>Data validation</b>	A feature that allows the user to control the type of data entered into cells.	173
<b>Dependent</b>	A cell whose value depends on the value of another cell.	176
<b>Name</b>	A word or words that represent one cell or a range of cells.	180
<b>PivotChart</b>	An automatically generated chart summarizing data.	168
<b>PivotTable</b>	An automatically generated table summarizing data.	168
<b>Precedent</b>	Cell whose value is used to find the value of another cell.	175
<b>Scenario</b>	A version of a worksheet designed to test one of a number of possible outcomes.	182
<b>Scenario Summary Worksheet</b>	A worksheet that allows you to view and manipulate several scenarios at once.	185
<b>Subtotal</b>	Total of a group of items within a larger set of items.	170
<b>What-If analysis</b>	Test comparing alternative scenarios.	183

## Tech Tip

The **Standard and Formatting** toolbars can be displayed together on one row or on two separate rows. Choose **Tools>Customize** and click the **Options** tab. Check or uncheck the box that says **Show Standard and Formatting Toolbars on Two Rows**.