# Terms and definitions from Course 5

A

**Absolute reference:** A reference within a function that is locked so that rows and columns won’t change if the function is copied

**Aggregation:** The process of collecting or gathering many separate pieces into a whole

**Aliasing:** Temporarily naming a table or column in a query to make it easier to read and write

**Array:** A collection of values in spreadsheet cells

B

C

**Calculated field:** A new field within a pivot table that carries out certain calculations based on the values of other fields

**COUNT DISTINCT:** A SQL function that only returns the distinct values in a specified range

D

**Data aggregation:** The process of gathering data from multiple sources and combining it into a single, summarized collection

**Data security:** Protecting data from unauthorized access or corruption by adopting safety measures

**Data validation process:** The process of checking and rechecking the quality of data so that it is complete, accurate, secure and consistent

E

F

G

**GROUP BY:** A SQL clause that groups rows that have the same values from a table into summary rows

H

I

**INNER JOIN :** A SQL function that returns records with matching values in both tables

J

**JOIN:** A SQL function that is used to combine rows from two or more tables based on a related column

K

L

**LEFT JOIN:** A SQL function that will return all the records from the left table and only the matching records from the right table

**LIMIT:** A SQL clause that specifies the maximum number of records returned in a query

M

**MATCH:** A spreadsheet function used to locate the position of a specific lookup value

**Modulo:** An operator (%) that returns the remainder when one number is divided by another

N

O

**ORDER BY:** A SQL clause that sorts results returned in a query

**OUTER JOIN:** A SQL function that combines RIGHT and LEFT JOIN to return all matching records in both tables

P

**Profit margin:** A percentage that indicates how many cents of profit has been generated for each dollar of sale

Q

R

**RIGHT JOIN:** A SQL function that will return all records from the right table and only the matching records from the left.

**ROUND:** A SQL function that returns a number rounded to a certain number of decimal places

S

**Subquery:** A SQL query that is nested inside a larger query

**Summary table:** A table used to summarize statistical information about data

**SUMPRODUCT:** A function that multiplies arrays and returns the sum of those products

T

**Temporary table:** A database table that is created and exists temporarily on a database server

U

**Underscores**: Lines used to underline words and connect text characters

V

**VALUE:** A spreadsheet function that converts a text string that represents a number to a numeric value

W

X

Y

Z