**Key Term Matching Answer Key**

**Exploring Microsoft Excel, Chapter 2**

1. A set of rules that governs the structure and components for properly entering a function.

**P.** **Syntax**

2.Displays the current date.

**Q. TODAY function**

3.Indicates a cell’s specific location; the cell reference does not change when you copy the formula.

**A. Absolute cell reference**

4.An input, such as a cell reference or value, needed to complete a function.

**B. Argument**

5. Identifies the highest value in a range.

**H. MAX function**

6.Tallies the number of cells in a range that contain values.

**D. COUNT function**

7.Looks up a value in a vertical lookup table and returns a related result from the lookup table.

**R. VLOOKUP function**

8.A range that contains data for the basis of the lookup and data to be retrieved.

**G. Lookup table**

9.Calculates the arithmetic mean, or average, of values in a range.

**C. AVERAGE function**

10. Identifies the midpoint value in a set of values.

**I. MEDIAN function**

11.Displays the current date and time.

**L. NOW function**

12.Evaluates a condition and returns one value if the condition is true and a different value if the condition is false.

**E. IF function**

13.Calculates the total of values contained in one or more cells.

**O. SUM function**

14.Calculates the periodic payment for a loan with a fixed interest rate and fixed term.

**M. PMT function**

15.Indicates a cell’s location from the cell containing the formula; the cell reference changes when the formula is copied.

**N. Relative cell reference**

16.Contains both an absolute and a relative cell reference in a formula; the absolute part does not change but the relative part does when you copy the formula.

**K. Mixed cell reference**

17.An expression that evaluates to true or false.

**F. Logical test**

18.Displays the lowest value in a range.

**J.** **MIN function**