**Key Term Matching Answer Key**

**Exploring Microsoft Excel, Chapter 4**

1. A conditional format that displays horizontal gradient or solid fill indicating the cell’s relative value compared to other selected cells.

**C. Data bar**

2. The process of listing records or text in a specific sequence, such as alphabetically by last name.

**L. Sorting**

3. The process of specifying conditions to display only those records that meet those conditions.

**E. Filtering**

4. A set of rules that applies specific formatting to highlight or emphasize cells that meet specifications.

**B. Conditional formatting**

5. A group of related fields representing one entity, such as data for one person, place, event, or concept.

**K. Record**

6. The rules that control the fill color of the header row, columns, and records in a table.

**P. Table style**

7. An indication of where data will start on another printed page.

**H. Page break**

8. A table row that appears below the last row of records in an Excel table and displays summary or aggregate statistics, such as a sum or an average.

**Q. Total row**

9. A conditional format that displays a particular color based on the relative value of the cell contents to the other selected cells.

**A. Color scale**

10. The sequence in which the pages are printed.

**J. Print order**

11. A tag or use of a table element, such as a field label, as a reference in a formula.

**M. Structured reference**

12. Symbols or signs that classify data into three, four, or five categories, based on the values in a range.

**G. Icon set**

13. The range of cells within a worksheet that will print.

**I. Print area**

14. A predefined formula that calculates an aggregate value, such as totals, for values in a range, a table, or a database.

**N. SUBTOTAL function**

15. The smallest data element contained in a table, such as first name, last name, address, and phone number.

**D. Field**

16. A structure that organizes data in a series of records (rows), with each record made up of a number of fields (columns).

**O. Table**

17. The process of keeping rows and/or columns visible onscreen at all times even when you scroll through a large dataset.

**F. Freezing**