**Key Term Matching Answer Key**

**Exploring Microsoft Excel, Chapter 5**

1. An association created between two tables where both tables contain a common field of field.

**M. Relationship**

2. A hierarchical structure of data that you can group related data to summarize.

**G. Outline**

3. A row that contains at least one aggregate calculation, such as SUM or AVERAGE, that applies for a group of sorted data within a dataset.

**Q. Subtotal**

4. A process of joining related rows or columns of related data into a single entity so that groups can be collapsed or expanded.

**F. Grouping**

5. The process of analyzing large volumes of data to identify trends and patterns in the data.

**C. Data mining**

6. An interactive table that uses calculations to consolidate and summarize data from a data source into a separate table to enable a person to analyze the data in a dataset without altering the actual data.

**J. PivotTable report**

7. A user-defined field that performs a calculation based on other fields in a PivotTable.

**A. Calculated field**

8. A window listing all unique items in a field so that the user can click button to filter data by that particular item or value.

**O. Slicer**

9. A section within the PivotTable Fields List used to place a field that will display labels to organize data horizontally in a PivotTable.

**N. ROWS area**

10. A section within the PivotTable Fields List used to place a field to display summary statistics, such as totals or averages in a PivotTable.

**R. VALUES area**

11. A section within the PivotTable Fields List used to place a field so that the user can then filter the data by that field.

**E. FILTERS area**

12. A section within the PivotTable Fields List used to place a field that will display labels to organize summarized data vertically in a PivotTable.

**B. COLUMNS area**

13 A graphical representation of aggregated data derived from a PivotTable.

**H. PivotChart**

14. A task pane that displays the fields in a dataset and enables a user to specify what fields are used to create a layout to organize the data in columns, rows, values, and filters in a PivotTable.

**I. PivotTable Fields List**

15. The text or field name that appears as a header or title at the top of a slicer to identify the data in that field.

**P. Slicer caption**

16. A small window that starts with the first date and ends with the last date in the data source. It contains horizontal tiles that you can click to filter data by day, month, quarter, or year.

**L. PivotTable timeline**

17. Collection of related tables that contain structured data used to create a database.

**D. Data model**

18. A set of formatting that controls bold, font colors, shading colors, and border lines.

**K. PivotTable style**