**Key Term Matching Answer Key**

**Exploring Microsoft Excel, Chapter 10**

1.A function that converts all uppercase letters to lowercase.

**J.** **LOWER function**

2.An XML component, including the start tag, an end tag, and associated data.

**D. Element**

3.An XML code indicating an element’s starting point and element’s name.

**N. Start tag**

4.A file that uses commas to separate text into columns.

**A. Comma separated values (CSV) file**

5.A file that contains letters, numbers, and symbols only; it does not contain formatting, sound, or video.

**R. Text file**

6.A character used to separate data in a text file.

**C. Delimiter**

7.A function that capitalizes the first letter of each word in a text string.

**L. PROPER function**

8. A file that uses tabs to separate text into columns.

**P. Tab-delimited file**

9.An XML code indicating an element’s ending point and name.

**E. End tag**

10.A function that joins two or more text strings into one text string.

**B. CONCATENATE function**

11.An Excel add-in that has the ability to import data from various sources into PivotTables.

**K. Power Pivot**

12.A data-structuring standard for sharing data across applications, operating systems, and hardware.

**F. Extensible Markup Language (XML)**

13. A user-defined marker that identifies the beginning or ending of a piece of XML data.

**Q. Tag**

14.A file that stores data in columns that have a specific number of characters designated for each column.

**G. Fixed-width text file**

15. The process of updating data in Excel to match current data in an external data source.

**M. Refresh**

16.The process of inserting data from one application or file into another.

**I. Importing**

17.A function that inserts new text for old text in a text string.

**O. SUBSTITUTE function**

18. A feature that fills in data or values automatically based on one or two examples you enter.

**H. Flash Fill**

19. A function that converts text to uppercase letters.

**S. UPPER function**