Knowing these terms will help you complete the exercises in this lesson.
Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Absolute reference	A cell reference that does not change when a formula is copied to a new location.	319
Count	A function that counts the number of cells in the range that contain numbers.	324
Filter	A feature that allows you to look at only the data that you need.	311
Function	A preset formula that allows you to quickly calculate data.	315
IF	A function that checks to see if a condition is met and then has one result if it is true and another if it is false.	322
NOW	A function that displays the date and time that a worksheet is opened or used.	320
PMT	A function that calculates payments for a loan based on interest rate, number of payments, and the amount of the loan.	320
Range	A group of cells.	311
Relative reference	A cell reference that changes when a formula is copied to a new location.	318
Sort	To put a list of data in ascending or descending order.	312

Tech Tip

The **Count** function counts any cell that has a number in it, including cells that contain zero. If you do not want the **Count** function to count a cell, leave it blank or put text in it.

Troubleshooter

When you enter data in a cell, you may see #### displayed. This may mean that the column is too narrow. Just widen the column to see all the data.

Tech Tip

If you click the rectangle to the left of the column A heading and above the row 1 heading you will select the entire worksheet—all 256 columns and 65,536 rows!