

Key Terms

Excel Lesson 5: Using Functions

- **Argument:** The value the function uses to perform a calculation, including a number, text, or a cell reference that acts as an operand. (EX 100)
- **Date and time functions:** Functions that are used to insert dates and times in a worksheet. (EX 112)
- **Financial functions:** Functions used to analyze loans and investments. (EX 107)
- **Formula AutoComplete:** As you begin to type a function name, this feature shows a list of functions below the active cell. (EX 102)
- **Function:** Shorthand way to write an equation that performs a calculation. (EX 100)
- **Logical functions:** Functions that display text or values if certain conditions exist. (EX 110)
- **Mathematical functions:** Functions, such as the square root and rounding functions that manipulate quantitative data in a worksheet. (EX 103)
- **Statistical functions:** Functions used to describe large quantities of data. (EX 105)
- **Text functions:** Functions that are used to format and work with cell contents. (EX 113)
- **Trigonometric functions:** Functions, such as the natural logarithm, that manipulate quantitative data in a worksheet. (EX 103)