

That can be used as an adjective and a pronoun. It is the singular form of those.

Compare:

Look at that man over there.

Look at those men over there.

As an adjective that can refer to either people or things.

This photograph is much better than that photograph.

That boy says that he is tired.

When that is used as a pronoun without a noun, it can only refer to things.

Compare:

Look at that photograph. OR Look at that.

Ask that man to come here. BUT NOT Ask that to come here.

However, that can be used as a pronoun when we are identifying people.

Who's that?

Is that Ruth?

In a colloquial style, that can be used as an adverb.

I couldn't walk that far. (= I couldn't walk as far as that.)

Relative pronoun

That can be used as a relative pronoun. As a relative pronoun, that can refer to both people and things.

The letter that came this morning is from my brother.

Give help to anyone that needs it.

That as a conjunction

That can also be used as a conjunction.

His manners are so bad that nobody invites him to a party.

Bring it to the light so that I can see it better.

You may borrow my car on condition that you bring it before 10 pm.

That can also be used in exclamations.

Oh, that I could see you again! (= How I wish it were possible for us to meet again!)