

Glossary

3D

A perspective added to a border to give the appearance of three dimensions.

3-D formula

An equation that references values across worksheets.

3-D reference

A reference to a value from any sheet or range of sheets used in a 3-D formula.

A

Absolute reference

A cell address in a formula that will not change when you copy the formula to another location. Dollar signs in the cell reference indicate when it's absolute.

Access database

A data file in the format used by Microsoft Access, a database application.

Access keys

Keys you can use to select or execute a command.

Accounting format

A style that vertically aligns with dollar signs (\$), thousands separators (,), and decimal points.

Action button

A shape that is programmed to perform a specific action, such as running an application or jumping to a specific slide.

Active cell

The active cell contains the cell pointer. There is a dark outline around the active cell.

Active pane

The pane in which the insertion point is currently located. Commands and actions occur in the active pane.

Active sheet tab

The selected worksheet; the tab name of an active sheet is bold.

Active Slide

The slide currently selected or displayed.

Active window

The window in which you are currently working.

Address list

A simple data source file stored in Access file format, which includes the information needed for an address list, such as first name, last name, street, city, state, and so on.

Advance slide timing

A setting that controls the amount of time a slide displays on the screen.

Aggregate function

Functions that summarize grouped data. These functions include sum, count, average, minimum, and maximum.

Alias

An alternative name for a field.

Animate

To apply movement to text or an object to control its display during the presentation.

Antonyms

Words with opposite meanings.

Append

To add to the end of.

Argument

The values and other inputs that a function uses to calculate the result. You specify the cell or range that holds the value(s) for each argument or input a particular value.

Arithmetic (Mathematical) operators

Symbols used in mathematical operations: + for addition, - for subtraction, * for multiplication, / for division, and ^ for exponentiation.

Ascending

From A to Z or 1 to 9.

Aspect ratio

The proportion of width to height for an object.

AutoCalculate

A feature that temporarily performs the following calculations on a range of cells without the user having to enter a formula: AVERAGE, COUNT, MIN, MAX, or SUM.

AutoComplete

A feature used to complete an entry based on previous entries made in the column containing the active cell.

AutoCorrect

A feature available in most Microsoft Office 2010 programs that automatically corrects common spelling errors as you type.

Auto Fill

The feature that enables Excel to create a series automatically.

AutoFit

PowerPoint feature designed to reduce font size to fit text in the current placeholder.

AutoFormat

A feature that applies a formatting template to a form, including background and fonts.

AutoRecover

A feature in some Microsoft Office 2010 programs that automatically saves files at a set interval so that in the event of a system failure the files may be recovered.

AutoShapes

Pre-drawn shapes that come with Word 2010.

B

Background

The color, pattern, or fill displayed on the page behind data in a document.

Backstage view

A feature of Microsoft Office 2010 from which you access file and program management commands.

Balance

A basic principle of design that describes the visual weight of objects on a page, and the way the objects are arranged in relation to each other.

Bibliography

A list of sources.

Blank workbook

A new, empty workbook contains three worksheets (sheets).

Blog

An online journal, with entries organized from newest to oldest.

Bookmark

In Firefox and some other Web browsers, a saved link to a Web page. Also called *favorite*.

Border

A line placed on one or more sides of a paragraph(s), page, or text box.

Bounding box

A border that displays around the edges of a selected object.

Brightness

The amount of white or black added to a color; sometimes called tint.

Bullet

A dot or symbol that marks an important line of information or designates items in a list.

Business document

A professional document used to communicate information within a company, or between one company and another.

Byte

A unit used to measure storage capacity. One byte equals about one character.

C

Calculated field

A field that contains the result of a computation performed on one or more other fields.

Caption

Alternate text that appears instead of a field's actual name in datasheets, forms, and reports.

Cascade

Arrange windows so they overlap, with the active window in front. Only the title bars of the nonactive windows are visible.

Cascade delete

When a record in a parent table is deleted, Access deletes all the related records from the child table where the value from the primary key matches the value in the foreign key.

Cascade update

When the primary key field is updated in a relationship, the corresponding foreign key value(s) in the child table's related records automatically updates.

Case

The specific use of upper- or lowercase letters.

Categories

In most cases, each column of charted worksheet data contains a category. Selecting multiple rows of chart data creates multiple categories. The chart displays categories along the horizontal axis.

Cell

A cell is the intersection of a column and a row on a worksheet. You enter data into cells to create a worksheet.

Cell address or cell reference

The location of a cell in a worksheet as identified by its column letter and row number. Also known as the cell's address.

Cell style

A combination of a font, text color, cell color, and other font attributes applied to a single cell.

Chart

A graphical representation of data that enables you to identify comparisons and trends.

Chart area

The overall background for the chart and all its elements, such as titles.

Chart layout

A formatting arrangement that specifies the location and sizes of chart elements, such as the chart title and legend.

Chart sheet

A sheet that contains a chart only.

Child field

Related field from the child table of the relationship.

Child table

The second table of a relationship. When creating a relationship, this is generally the "many" side of the relationship. One record from the parent table (such as clients) can be related to one or more records of the child table (such as sales).

Citation

A reference to a source of information. In legal documents, it is a reference to previous court decisions or authoritative writings.

Clear

To remove a cell's contents or formatting.

Clip

A small file—clip art, photo, audio, or video—that can be inserted in a worksheet from the Clip Art task pane.

Clip art

Files such as pictures, sounds, and videos that you can insert in an Office document.

Clip Art task pane

A task pane that displays clip art matching the keywords you enter.

Clipboard

A Windows feature that holds data or graphics that you cut or copy prior to pasting into another location.

Clip collection

A folder used to store clip files in the Microsoft Clip Organizer.

Cloud computing

A model where data and programs are stored on the Internet; users do not own the infrastructure and pay only for the level of services used.

Collapse button

A button in a dialog box that you click to downsize a dialog box to make a selection on the sheet, and then click again to restore the dialog box to its regular size.

Collate

To order copies of a multipage document so that complete sets are together.

Color scales

A type of conditional formatting that applies a background fill color that varies depending on the relative value stored in each of the formatted cells.

Column

A vertical series of cells in a table.

Column chart

The default chart type that displays each data point as a vertical column.

Column gutter

The space between column margins.

Column header

The top block in a vertical column on a datasheet, containing the field name.

Column markers

Markers on the horizontal ruler that indicate column dividers.

Column specifier

The structured reference to a table column, which consists of the table column header name in square brackets.

Column width

The width of a column in a table, measured in inches.

Comma format

A style that displays numbers with a thousands separator (,).

Command

Input that tells the computer which task to execute.

Comment

A text note attached to a worksheet cell.

Commercial printer

A business that provides printing, copying, and publishing services.

Common knowledge

Facts that can be found in many—at least three—independent sources and are known by a lot of people.

Communications technology

Technology that makes communication easier and more efficient.

Comparison operator

A word or symbol representing a comparison to be applied to a value, such as less than (<) or equal to (=) for a numeric value, or Begins With or Ends With for a text value.

Compatible file type

The icon used to represent a file in a file list, such as Windows Explorer or Word's Open dialog box.

Composite key

Two or more fields that collectively define the primary key by unique combinations of their values.

Compound modifier

Two words combined to act as an adjective.

Compound word

Two or more words combined to create a new or more specific word.

Compress

Minimize the size of something.

Computer's clock

The clock/calendar built into your computer's main processor to keep track of the current date and time.

Conditional formatting

Variable formatting that changes the formatting applied based on the contents of the cells in the formatting range.

Conflict

A disagreement between two or more people who have different ideas.

Consistency

The use of repetition to create a uniform and predictable design or layout.

Content controls

Automated features such as a pop-up calendar or drop-down list that make it easier to enter or format information.

Contextual tab

A Ribbon tab that is only available in a certain context or situation.

Contiguous

Adjacent or in a row.

Contiguous range

A block of adjacent cells in a worksheet.

Contrast

The difference between color values in different parts of the same image.

Control

An item such as a text box, label, or line on a form or report.

Control margin

The spacing on the inside of the control

Control padding

The spacing on the outside of the control

Copied cells

Data copied to the Clipboard.

Copy

To create a duplicate of a selection.

Copyright

The exclusive right to perform, display, copy, or distribute an artistic work or form of expression, such as words, music, images, or objects.

Cover letter

A personal business letter that you send with your resume when you apply for a job.

Criteria

Specific conditions used to match a record or entry in a data source file or list.

Glossary

Crop

Remove a portion of a picture that you don't want.

Cropping handle

A corner or side bracket along the border of a picture, enabling you to crop edges off of the corresponding side or corner.

Currency format

A style that displays dollar signs (\$) immediately preceding the number and includes a thousands separator (,).

Current file

The file currently open and active. Actions and commands affect the current file.

Custom show

A show in which you specify the slides and the order in which the slides appear during the presentation.

Cut

To delete a selection from its original location and move it to the Clipboard.

D

Data analysis

Using software tools to evaluate digital data so you can use the information in meaningful ways.

Data bars

A type of conditional formatting that creates filled background bars reflecting the relative value stored in each of the formatted cells.

Data marker

The shape—bar, column, line, pie slice, and so on—representing each data point of a chart.

Data mining

Using data analysis to find patterns in data.

Data points

The specific values plotted on a chart.

Data series

A set of related data points to be charted. In most cases, each row of charted worksheet data holds a data series. Selecting multiple columns of data for a chart creates multiple data series. The chart presents each data series in its own color bar, line, or column.

Data source

The document containing the variable data that will be inserted during the merge.

Data table

A method of performing what-if analysis, involving a column (and possibly a row) of variables and a formula that Excel solves over and over, using each of the variables. The result is a table of answers.

Database

An organized collection of records. For example, in an employee database, one record might include:

- Employee name
- Date of hire
- Address
- Phone number
- Salary rate

Database management system

A computer program that includes both the stored database and the tools required to use the database.

Datasheet view

A spreadsheet-like view of a table in which each record is a row and each field is a column.

Date

A cell entry that indicates a date or time and is stored as a date code in Excel.

Default

A standard setting or mode of operation.

Default column width

The default number of characters that display in a column based on the default font.

Delivery address

A recipient's address printed on the outside of an envelope.

Dependent

The workbook that references the data in the source.

Descending

From Z to A or 9 to 1.

Desktop publishing

The process of designing and printing a document using a desktop computer and printer.

Destination cells

The new location to receive the pasted data.

Destination location

The location where a folder or file is stored after it is moved.

Device drive

A software program that provides the instructions your computer needs to communicate with a device, such as a scanner.

Diagram

A chart or graph usually used to illustrate a concept or describe the relationship of parts to a whole.

Dialog box

A window in which you select options that affect the way the program executes a command.

Dialog box launcher

A button you click to open a dialog box.

Directory

A single document listing multiple records from a data source file

Dividers

The lines that indicate the edges of cells in a table. Dividers do not print, although they are indicated onscreen by either gridlines or borders.

Document properties

Categories of information about a document.

Domain name

The name that identifies a Web site.

Drag-and-drop

A method used to move or copy the contents of a range of cells by dragging the border of a selection from one location in a worksheet and dropping it in another location.

Dropped capital

An enlarged capital letter that drops below the first line of body text in the paragraph.

Duplicate workbook window

An option that allows you to view an exact copy of the active workbook.

E

Embed

To insert an object created with one program into a file created with a different program.

Embedded chart

A chart placed as an object within a worksheet.

Encrypt

To add protection to a file so others cannot read it.

End of row/cell markers

Nonprinting characters used to mark the end of a cell or a row in a table.

Endnote

An explanation or reference to additional material that prints at the end of a document..

Excel table

Data arranged in columns and specially formatted with column headers that contain commands that allow you to sort, filter, and perform other functions on the table.

Exclusive mode

A mode in which only one user at a time can work with a file.

Explode

To move a pie slice away from the pie chart, for emphasis.

Expression

A sort of equation (such as B6>25) that returns a value, such as TRUE or FALSE. Excel uses expressions to identify cells to include in certain formulas such as IF and SUMIF.

Extension

A suffix at the end of a file name that indicates its type, such as .accdb.

External references

References to cells in other workbooks.

Extract

Remove, or separate from.

F

Fair Use doctrine

Part of copyright law that provides for the limited use of copyrighted work without permission.

Favorite

In Internet Explorer and some other Web browsers, a saved link to a Web page. Also called *bookmark*.

Field

A placeholder for data that might change.

Field description

An optional brief comment or explanation of a field. The field description appears in the status bar at the bottom of the window when the field is selected.

Field properties

Characteristics of a field.

Field selector

In Table Design view, the gray rectangle to the left of the field name. Click it to select that field; drag it up or down to move the field in the field list.

File extension

A dot followed by three or four characters at the end of a file name, used to indicate the file type.

File icon

The icon used to represent a file in a file list.

File properties

Information about a file.

File type

The format in which a file is stored. Usually, the file type corresponds to the program used to create the file.

Fill

The inside area of a shape or other object.

Fill effect

A texture, shading, picture, or pattern used as a background.

Fill handle

A black box on the lower-right corner of the selected cell or range that you can use to fill (copy) a series or formula.

Filter

To apply one or more criteria to data and exclude data that does not match the criteria.

Filter by Selection

To filter based on the data in the currently-selected record and field.

Filter by Form

To use a form that allows you to enter criteria for the filter.

Find

To locate text within a record that matches characters you type.

Floating object

An object that is positioned independently from the document text.

Folder

A location on disk where you can store files.

Font

A complete set of characters in a specific design, style, and size.

Font color

The color of characters in a font set.

Font effects

Enhancements applied to font characters.

Font size

The height of an uppercase letter in a font set.

Font style

The slant and weight of characters in a font set.

Footer

Descriptive text, such as page numbers, that appears at the bottom of every page of a printout.

Footnote

An explanation or reference to additional material that prints at the bottom of a page.

Foreign key

A field in the child table that is related to the primary key in the parent table.

Glossary

Form

A view of a table or query's data, designed for lookup or input of records.

Form Design view

A view in which you can edit the controls on a form.

Form footer

Area at the bottom of the form, below the Detail area, in which you can enter explanatory text, graphics, or other information that applies to the form as a whole.

Form header

An area at the top of the form, above the Detail area, in which you can enter titles, explanatory text, graphics, or anything else that applies to the form as a whole.

Format

To change the appearance of text or other elements.

Format Painter

A tool that enables you to copy formatting from a cell and apply it to another cell or range.

Formula

A mathematical equation.

Formula AutoComplete

A feature that speeds up the manual entry of functions.

Formula bar

As you enter data in a cell, it simultaneously appears in the formula bar, which is located above the worksheet.

Freeze

A method to keep specified rows and columns—usually ones containing labels for data—in view when scrolling through a worksheet.

Full block

A style of letter in which all lines start flush with the left margin—that is, without a first-line indent.

Function

A built-in formula for performing calculations, such as addition, in a table.

Function name

The name given to one of Excel's predefined formulas.

G

Gallery

A menu that displays pictures instead of plain text options. Often, the pictures indicate the effect that will result if you select the option.

Goal Seek

A method of performing what-if analysis in which the result (the goal) is known, but the value of a single dependent variable is unknown.

Goal-setting

A plan to obtain or achieve something.

Gradient

A gradual transition from one color to another.

Gridlines

Nonprinting lines that can be displayed around cells in a table.

Group

To combine multiple shapes or other objects into a collective unit that can be controlled as a single object.

Group button

A Taskbar button that represents all open windows for one application.

Grouping

Worksheets that are selected as a unit; any action performed on this unit will affect all the worksheets in the group.

Guides

Nonprinting vertical and horizontal lines you can use to align objects on a slide.

Gutter

Space added to the margin to leave room for binding.

H

Handouts

Printed copies of the presentation for the audience to refer to during and after the slide show.

Hard page break

A nonprinting character inserted to force the start of a new page.

Hardware

Computers, printers, and other devices.

Header

Descriptive text, such as page numbers, that appears at the top of every page of a printout.

Header row

A row across the top of a table in which heading information is entered.

Highlight cells rules

A method of applying conditional formatting based on how cell contents compare with a specified criterion such as a Less Than comparison.

Highlighted

Marked with color to stand out from the surrounding text.

Home page

The default page that appears when you open Internet Explorer (or whatever browser you are using).

Horizontal alignment

The position of text in relation to the width of the page.

Horizontal axis

The horizontal scale of a chart on which categories are plotted, sometimes called the X axis.

HTML

Hypertext Markup Language. A file format used for storing Web pages.

Hyperlink

Text or graphics that are linked to another location. When you click a hyperlink, the destination is displayed. Often referred to simply as "link."

Hyphen

A horizontal bar character used to indicate a split or incomplete word.

Hyphenation zone

The maximum space Word allows between a word and the right margin without inserting a hyphen.

I

Icon

A picture used to identify an element on-screen, such as a toolbar button.

Icon sets

A type of conditional formatting that includes one of a set of icons reflecting the relative value stored in each of the formatted cells.

Indent

A temporary left and/or right margin for lines or paragraph.

Information technology (IT)

The use of computers to collect, store, and distribute information. Also the various technologies used in processing, storing, and communicating business and personal information.

Input mask

A pattern to follow for entering data in a field.

Insert mode

The method of operation used for inserting new text within existing text in a document. Insert mode is the default.

Insertion point

The flashing vertical line that indicates where the next action will occur in a document or file on-screen.

Inside address

The recipient's address typed in the letter above the salutation.

Internet

A worldwide network of computers.

Internet Service Provider (ISP)

A company that provides access to the Internet for a fee.

Intranet

A private network of computers within a business or organization.

IT strategy

A plan that identifies how information technology will be put in place over time to help an organization achieve its overall business goals.

K

Key Tips

Keyboard shortcuts for choosing Ribbon commands that you display by pressing Alt.

Keyboard shortcuts

Specific keyboard keys that you press together or in sequence to execute commands or apply settings.

Keywords

Important words found in a document. Keywords can be used to classify a document.

L

Label

Text entered to identify the type of data contained in a row or column.

Label Wizard

A series of dialog boxes that guides you through the creation of labels.

Landscape orientation

Rotating document text so it displays and prints horizontally across the longer side of a page.

Layout Master

A template on which individual slides that use a certain layout are based.

Layout selector

The four-headed arrow button [AIC147] in the upper left corner of a layout, visible in Design view when a field or label in the layout is selected.

Leader

Someone who unites people to work toward common goals.

Leading

Line spacing measured in points.

Legend

A key that identifies each of the data series in a chart.

Library

In Windows 7, a location where you can view items such as files and folders that are actually stored in other locations on your computer system.

Line spacing

The amount of white space between lines of text in a paragraph.

Line style

The appearance of a line.

Line weight

The thickness of a line.

Link

To create a connection between two files, or the connection itself.

Live Preview

A feature of Microsoft Office that shows you how a command will affect the selection before you actually select the command.

Lookup field

A list of values from which to choose when entering information in a field.

M

Mail merge

A process that inserts variable information into a standardized document to produce a personalized or customized document.

Main document

The document containing the standardized text that will be printed on all documents.

MAPI

A Microsoft standard that allows messaging programs to work together.

Margins

The amount of white space between the text and the edge of the page on all four sides.

Master field

The related field from the main (parent) table of the relationship.

Maximize

Enlarge a window so it fills the entire screen.

Menu

A list of commands or choices.

Merge

Combine multiple adjacent cells together to create one large cell.

Merge and Center

A feature that enables you to automatically combine cells and center the contents of the original far left cell in the new cell.

Merge block

A set of merge fields stored as one unit. For example, the Address block contains all of the name and address information.

Merge field

One item of variable data, such as a first name, a last name, or a ZIP Code.

Merge document

The customized document resulting from a merge.

Metadata

Data about data, such as file properties.

MHTML

A format used for storing Web pages as single files so they can be easily transmitted over the Internet.

Microsoft Clip Organizer

A folder that comes with Office. It contains drawings, photographs, sounds, videos, and other media files that you can insert and use in Office documents.

Minimize

Hide a window so it appears only as a button on the Windows Taskbar.

Modified block

A style of letter in which some lines start at the center of the page.

Mouse

A device that allows you to select items on-screen by pointing at them with the mouse pointer.

Mouse pad

A smooth, cushioned surface on which you slide a mouse.

Mouse pointer

A marker on your computer screen that shows you where the next mouse action will occur. The mouse pointer changes shape depending on the current action.

Multi-valued field

A field that can contain more than one separate entry per record.

Multiple sort

To use more than one field to sort. If there are duplicates for the first field, the second field is used to organize the records for each set of duplicated values in the first field.

N

Name Box

The box at the far left end of the formula bar that you can use to create and navigate to named ranges.

Navigation pane

A task pane that opens on the left side of the document window. Features in the Navigation pane help you quickly locate and go to a specific location in a document..

Nest

To use a function as an argument within another function.

Newsletter-style columns

Columns in which text flows from the bottom of one column to the top of the next column.

Noncontiguous

Not adjacent.

Noncontiguous range

Cells in a worksheet that act as a block, but are not necessarily adjacent to each other.

Nonprinting characters

Characters such as paragraph marks and tab symbols that are not printed in a document but that can be displayed on the screen.

Note reference mark

A number or character inserted in the document to refer to footnote or endnote text.

Note text

The text of the footnote or endnote citation.

Normal View

PowerPoint's default view that displays the Slide pane, the Notes pane, and the Slides/Outline pane.

Null

A lack of an entry in a field.

Number format

A format that controls how numerical data is displayed, including the use of commas, dollar signs (or other symbols), and the number of decimal places.

Numeric Label

A number entered in the worksheet as a label, not as a value—such as the year 2012 used as a column label.

O

Object

Icon, menu, or other item that is part of an on-screen interface.

Object (in Access)

An item in an Access database, such as a table, query, form, or report.

Office Clipboard

A temporary storage area that can hold up to 24 selections at a time.

One-to-many relationship

A relationship in which the value of the linked field in the parent table is different for each record, but the value of the linked field in the child table can be the same in multiple records.

Opacity

A measurement of the transparency of a color.

Order of precedence

The order in which Excel performs the mathematical operations specified in a formula, based on the types of mathematical operators used.

Organization chart

Displays the relationships within an organization, such as the managers in an office, the people they manage, and who they report to.

Orientation

The setting that determines whether the worksheet will be printed with the paper in a Portrait (vertical) or Landscape (horizontal) format.

Orphan

The first line of a paragraph printed alone at the bottom of a page.

Orphan (in Access)

A value in the foreign key that does not have a corresponding primary key in the parent table.

Outline

The border that defines the outer boundary of a shape or other object.

Outlook contact list

The names, addresses, and other information stored as contacts for use in the Microsoft Office Outlook personal information manager program.

Overtyping mode

The method of operation used to replace existing text in a document with new text.

P

Page break

A code inserted in a document that forces what follows to begin on a new page; a page break is represented on your screen as a dashed line in the worksheet.

Page Break Preview

A view that allows you to move and delete page breaks and redefine the print area.

Page footer

Same as form footer except it applies to individual printed pages.

Page header

Same as form header except it applies to individual printed pages instead of to the form as a whole.

Page layout

The way text, graphics, and space are organized on a document page.

Page Setup

A dialog box that includes options to control the appearance of printed output.

Pagination

The system used for numbering pages in a document.

Panes

Sections or areas in a window that enable you to see different parts of the worksheet at the same time.

Paragraph mark

A nonprinting character inserted in a document to indicate where a paragraph ends.

Paragraph spacing

The amount of white space between paragraphs.

Parent table

The main table of a relationship. When creating a relationship, this is the “one” side of the relationship and contains the primary key.

Paste

To insert a selection from the Clipboard into a document.

Paste Special

An editing feature used to control how data is inserted from the Clipboard to the current file.

Path

The route through storage folders and devices to the location where a file is stored.

PDF reader

A program that reads (displays) the content from PDF files. Adobe Reader is one example.

Percent format

A style that displays decimal numbers as a percentage.

Photo album

A special type of presentation in which the main point is to display photos.

Pick From List

A shortcut used to insert repeated information.

Picture

A graphics image stored in a graphics file format.

Picture bullet

A graphic specifically designed to be used as a bullet character.

PivotChart

A chart based on PivotTable data.

PivotTable

A rearrangeable table that allows you to analyze complex data in a variety of ways.

Placeholder

Sample text or graphics that marks a location in a document where content should be placed.

Plagiarism

To represent someone else's work as your own

Plot area

The area that holds the data points on a chart.

Point

A unit of measurement used in desktop publishing and graphic design.

Portrait orientation

The default position for displaying and printing text horizontally across the shorter side of a page.

Presentation

A set of slides or handouts that contains information you want to convey to an audience.

Preview

To see how a worksheet will look when printed.

Primary key

The field that uniquely identifies each record in a table.

Print area

The specified range of cells to be printed.

Print options

Selections that control what, where, and how many copies of the output to print.

Print Preview

A view that shows you exactly how a report will look when printed.

Print titles

Row and column labels that reprint on each page of a printout.

Glossary

Prioritize

Rank in order of importance.

Protocol

A set of rules that computers use to communicate with each other across a network.

Publish

The process of saving data to an intranet or Internet.

Q

Query

A specification that describes how a set of records should be sorted, filtered, calculated, or presented.

Query Design view

A view that allows you to choose the fields in a query, to sort, and to set criteria.

Query design grid

The lower half of the Query Design view that shows the field name, table name, sort order, show box, and criteria rows for selecting records.

R

Random access memory (RAM)

Temporary memory a computer uses to store information while it is processing.

Range

A block of cells in an Excel worksheet.

Range name

An identifying label assigned to a group of cells. Also known as defined name.

Read-only memory (ROM)

Fixed memory stored on a chip in a computer that provides startup and other system instructions.

Read-only mode

A mode in which the open file can be viewed but not edited.

Real-time communication

Communication in which the parties communicate live, rather than exchanging stored messages

Recipient

The entity—a person or organization—who receives a mailing. The recipient's contact information is stored in the data source.

Record

A collection of variable data about one person or thing. In a form letter merge, for example, each record contains variable data for each person receiving the letter: first name, last name, address, city, state, and ZIP Code.

Redo

The command used to redo an action you have undone.

Referential integrity

A property of a relationship between two tables. When Referential Integrity is on, the child table cannot contain a foreign key value that does not have a corresponding value in the primary key of the parent table.

Refresh

The process of updating the data copied to a worksheet through a query.

Relational database

A database that contains (or can contain) multiple tables with relationships between them.

Relative reference

A cell address that can change in a copied formula, so the new address is expressed in relation to the cell containing the copied formula. If you copy a formula to a cell one row down, the row numbers in all relative references increase by one, for example A5 becomes A6.

Replace

To substitute new text after finding a string of text.

Report

A printable layout of the data from a table or query.

Report Design view

A view of the report that lets you change its appearance and content.

Report filter

A field from the database that you can use to filter or limit the data displayed within the PivotTable.

Required field

A field for which each record must contain an entry.

Responsibilities

Things people expect you to do or that you must accomplish.

Restore

Return a minimized window to its previous size and position on the screen.

Restore down

Return a maximized window to its previous size and position on the screen.

Resume

A document summarizing an individual's employment experience, education, and other information a potential employer needs to know.

Return address

The writer's address, typically appearing at the very top of the letter as well as in the upper-left corner of an envelope.

Rotate

To change the angle of the contents of a cell.

Row

A horizontal series of cells in a table.

Row height

The height of a row in a table, measured in inches.

S

Salutation

The line at the start of a letter including the greeting and the recipient's name, such as Dear Mr. Doe.

Sans serif

A font that has straight edges.

Saturation

The intensity or depth of a color.

Scaling

Reducing or enlarging worksheet information to fit on a specified number of pages.

Scanner

A device that converts printed documents into digital file formats.

Screen clipping

A picture of a portion of the content currently displayed in a window open on your computer desktop.

Screenshot

A picture of the content currently displayed in a window open on your computer desktop.

Script

A font that looks like handwriting.

Scroll

To page through a document in order to view some part of its contents that is not currently displayed.

Scroll wheel

A wheel on some mouse devices (called a wheeled mouse) used to navigate through a document on-screen.

Search engine

A tool that enables you to search a large database of indexed Web sites based on keywords you specify.

Section

In Word, a segment of a document defined by a section break. A section may have different page formatting from the rest of the document.

Select

Mark text as the focus of the next action, such as editing or formatting.

Select query

A query that sorts and filters a table or other query to extract certain fields and records based on criteria you specify. This is by far the most common type of query.

Selection bar

A narrow strip along the left margin of a page that automates selection of text. When the mouse pointer is in the selection area, the pointer changes to an arrow pointing up and to the right.

Selection handles

Squares around the border of a control that can be dragged to resize the control.

Series

A list of sequential numbers, dates, times, or text.

Serif

A font that has curved or extended edges.

Shading

A color or pattern used to fill the background of a cell.

Shadow

An effect designed to give the appearance of a shadow behind a border.

Shape

A predesigned object (such as a banner, rectangle, or star) that can be drawn with a single dragging motion.

Shape Effects

Special effects such as glow, shadow, 3D rotation, and soft edges applied to drawn shapes.

Shape Styles

Preset combinations of shape effects that can be applied as a single formatting action.

Sheet tabs

Tabs that appear at the bottom of the workbook window, which display the name of each worksheet.

Shortcut menu

A menu of relevant commands that displays when you right-click an item. Also called a context menu.

Show Formulas

A command that enables you to display the formulas in a worksheet so that you can check them.

Sizing handles

Small symbols round the edges of a selected object that you use to resize the object. Corner handles are round, and side handles are square.

Slide Layout

Prearranged sets of placeholders for various types of slide content.

Slide Master

A template on which the individual slides in the presentation are based.

SmartArt

Professionally designed graphics that organize and display information in various graphic types such as lists, processes, or hierarchical displays.

SmartArt style

The shading and texture effects on the shapes used in the diagram. Some of the styles make the shapes looked raised or shiny, for example.

Snap

To change position to align precisely with a gridline.

Soft page break

The location where Word automatically starts a new page because the current page is full.

Software

Programs that provide the instructions for a computer or other hardware device.

Software suite

A group of software programs sold as a single unit. Usually the programs have common features that make it easy to integrate and share data.

Solver

A method of performing what-if analysis in which the result is known, but more than a single variable is unknown. Also, there may be additional constraints upon the final result.

Sort

Arrange the rows in a table or list of data in a new order according to the entries in one or more columns.

Source

The workbook that contains the data being referenced.

Source location

The original location where a folder or file is stored.

Sparklines

A tiny chart that can be used to show trend patterns.

Spelling Checker

A tool used to assist you in finding and correcting typographical or spelling errors.

Split

Divide one cell into multiple cells, either vertically to create columns or horizontally to create rows.

Split form

A form that shows a related table in a separate pane below the form.

Spreadsheet

A document created with an application, such as Microsoft Office Excel 2010, used for setting up mathematical calculations.

Stack

To overlap objects, and control the order in which overlapping objects appear.

Step

Used to calculate a future value. The step is the difference between two existing values.

Storage

A computer device or component used to store data such as programs and files.

Structured references

Using the table name or a table column header in a formula to refer to data in the entire table or specified column.

Style

A collection of formatting settings that can be applied to characters or paragraphs.

Style set

A collection of styles that have coordinated colors and fonts.

Subdatasheet

A child table related to the main (parent) table.

Subfolder

A folder stored within another folder.

Substitution values

A special name given to the variables used in a data table.

SUM function

A built-in calculation used to add a range of values together.

Switch

A backslash (\) followed by a code that specifies an option. Switches are used with merge field codes in Word, and also in some programming languages and operating systems.

Symbol

A visual element such as a shape, mathematical or scientific notation, or currency sign that you can insert as a character into a document.

Synonyms

Words with the same meaning.

T

Tab

The measurement of the space the insertion point advances when you press the Tab key.

Tab leader

A series of characters inserted along the line between the location of the insertion point when you press the Tab key and the tab stop.

Tab order

The sequence in which the insertion point moves from field to field when you press Tab.

Tab scrolling buttons

Buttons that appear just to the left of the sheet tabs, which allow you to scroll hidden tabs into view.

Tab stop

The location on a horizontal line to which the insertion point advances when you press the Tab key.

Table

A grid comprised of horizontal rows and vertical columns into which you can enter data.

Table Design view

A view in which you can add, edit, and delete fields from a table, change field types and descriptions, set a primary key, and more.

Task pane

A small window that displays additional options and commands for certain features in a Microsoft Office 2010 program.

Team

A group of two or more people who work together to achieve a common goal.

Technology infrastructure

The computer systems, networking devices, software, and other technologies used to collect, store, and distribute information.

Template

A document that contains formatting, styles and sample text that you can use to create new documents.

Text

An alphanumeric entry in a worksheet that is not a cell or range address.

Text box

A rectangular drawing object in which text or graphics images can be inserted and positioned anywhere on a page.

Texture

A repeating graphic that gives a textured appearance such as stone, wood, or cloth.

Theme

A set of coordinated colors, fonts, and effects that can be applied to Office 2010 documents.

Theme fonts

The default font sets applied with a theme.

Thesaurus

A listing of words with synonyms and antonyms.

Thumbnails

Small pictures.

Tick marks

Lines of measurement along the category and value axis.

Tile

Arrange windows so they do not overlap.

Time management

Controlling and organizing a schedule so you can accomplish tasks and meet responsibilities.

Toggle

A type of command that can be switched off or on.

Tone

The amount of gray added to a color.

Toolbar

A row of command buttons.

Top/Bottom rules

Conditional formatting rules that format the highest or lowest values in the formatted range, or those that are above or below average.

Glossary

Total row

A row you can display below a table to calculate data in the columns above using a function you choose.

Transitions

The visual effects used when one slide moves off of the screen and another moves onto the screen.

Transpose

An option that pastes a column of data to a row or a row of data to a column in the current file.

Trend

A mathematical prediction of future values based on the relationship between existing values.

U

Unbound

Not connected to a particular field.

Undo

The command used to reverse one or a series of editing actions.

Uniform resource locator (URL)

The address that identifies the storage location of a file or page on the Internet.

Unique field

A field for which each record must contain a unique entry.

USB

Universal Serial Bus. A type of connection used to attach devices such as flash drives, scanners, cameras, and printers to a computer.

V

Value

A cell entry that consists of a number and numeric formatting only.

Variable

An input value that changes depending on the desired outcome.

Vertical alignment

The position of text in relation to the top and bottom page margins.</DEF>

Vertical axis

The vertical scale of a chart on which the values from each category is plotted, sometimes called the Y axis.

Virtualization

A variety of technologies that allow for more efficient use of hardware and other resources.

Volatile

A function that updates and displays a new result each time you open the workbook.

W

Web

Short for World Wide Web. An interconnected network of Internet servers and pages of information in HTML format.

Web browser

Software designed for locating and viewing information stored on the Internet. Common browsers include Internet Explorer and .Mozilla Firefox.

Web page

A document stored on the World Wide Web.

Web page title

A descriptive name or title that displays in the title bar when the page is open in a Web browser.

Web query

The process of pulling data from a Web page into an Excel worksheet.

Web server

A computer connected to the Internet used to store Web page documents.

Web site

A set of linked Web pages relating to the same topic.

What-if analysis

Using formulas and other tools in Excel to examine the results of changing particular data, for planning purposes.

Wildcard

A character (? or *) that signifies one or more unspecified characters when finding text.

Widow

The last line of a paragraph printed alone at the top of a page.

Window

The area on-screen where a program or document is displayed.

Wizard

A series of dialog boxes that guide you step-by-step through a process.

WordArt

A free-floating text object added to a sheet or chart, to which you can apply special formatting effects.

Word count

The number of words in a document or selection.

Word wrap

A feature that causes text to move automatically from the end of one line to the beginning of the next line.

Workbook

An Excel file with one or more worksheets.

Worksheet

The work area for entering and calculating data made up of columns and rows separated by gridlines (light gray lines). Also called a spreadsheet.

World Wide Web

A system for finding information on the Internet through the use of linked documents.

Wrap text

A feature that causes long cell entries to appear on multiple lines within a cell.

X

XPS reader

A program that reads (displays) the content from XPS files. The XPS Reader that comes with Windows Vista and 7 is one example.

Z

Zoom

Adjust the magnification of the content displayed on the screen.

Zoom in

Increase the size of the document as it is displayed on-screen. This does not affect the actual size of the printed document.

Zoom out

Decrease the size of the document as it is displayed on-screen. This does not affect the actual size of the printed document.