Glossary

3-D A perspective added 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.

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

Access keys Keys you can use to select or execute a command.

Accounting format A style that vertically aligns 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.

Action query Used to change the data in existing tables or make new tables based on the query's results.

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.

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.

Append query An Append query adds records from one or more table to the end of an existing table.

Application Parts Access templates that can be used to create database objects such as tables, forms, or reports.

Apps Application programs you download that perform specific tasks.

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 order An arrangement of items in alphabetical order (A to Z) or numerical order (1, 2, 3, and so on). Dates are arranged from oldest to most recent.

Aspect ratio The ratio of width to height in a screen or other output device.

Authenticated Checked and verified as real or legitimate.

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 2013 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.

AutoRecover A feature in some Microsoft Office 2013 programs that automatically saves files at a set interval so that in the event of a system failure the files may be recovered.

AutoShapes Predrawn shapes that come with Word 2013.

Backstage view A feature of Microsoft Office 2013 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.

Balloon An area in which comment text or revisions are displayed.

Bibliography A list of sources.

Blank workbook A new, empty workbook contains one worksheet (sheet).

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 drawn around the edges of an element, such as a table or a table cell. Borders can also be drawn around graphics, paragraphs, and pages.

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.

Browser Software designed for locating and viewing information stored on the Web.

Building block A feature of Microsoft Office 2013 that lets you insert reusable pieces of content such as headers, footers, or tables created from saved text and graphics.

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

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

Calculated column A special column that can be added to a table, in which a single formula is automatically applied to each row.

Calculated field A formula on an Access report that performs a math operation on the records and presents a result, such as counting the number of records, summing the values in a particular field, or multiplying the amount in one field by the amount in another field.

Caption A text label that identifies an illustration such as a figure, table, or picture; In Access specifically, alternate text that appears instead of a field's actual name in tables, 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. Related records are those for which the value in the foreign key matches the value in the primary key.

Cascade update When the primary key field is updated in a parent table, all corresponding foreign key values in the child table automatically update.

Case The use of capital (uppercase) and small letters (lowercase) in text.

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.

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

Chart A graphic that compares and contrasts worksheet data in a visual format. A chart is also known as a graph.

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 chart that occupies its own worksheet.

Child table The second table of 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 and/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 Predrawn pictures 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 you cut or copy prior to pasting to another location.

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.

Code of conduct A policy that defines the behavior expected of all employees.

Collapse Dialog box 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 markers Markers on the horizontal ruler that indicate column dividers.

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 note attached to a document for reference.

Comment mark Color-coded brackets that mark the location of a comment in a document.

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 symbol or word that represents a comparison to be performed between values.

Compatibility The ability to work together without conflict.

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.

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

Concatenation The linking of elements together in a series.

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

Confidentiality A legal and ethical principle that prevents the disclosure of secret information to unauthorized parties.

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 next to each other.

Contiguous range A block of adjacent cells in a worksheet.

Contrast A basic design principle in which elements with opposite or complementary features are positioned to create visual interest.

Control A generic term for any object 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 duplicate a selection in which the original remains unchanged.

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 range Area of the worksheet in which you specify the criteria for selecting records from the list or table.

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.

CSV format CSV stands for comma-separated value. A CSV file is a file format in which text is separated by commas. It is also known as a comma delimited file.

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.

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 Model The linking of elements together in a series.

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.

Data validation A feature in Excel that you can use to define restrictions on what data can or should be entered in a cell.

Database An organized collection of information about a subject.

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 Standard; 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 order An arrangement of items in reverse alphabetical order (Z to A) or reverse numerical order (10, 9, 8, and so on). Dates are arranged from newest to oldest.

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

Destination The location or application in which you place an object that was originally in another location or application.

Destination cells The new location to receive the pasted data.

DEVELOPER tab An optional Ribbon tab that contains commands for advanced users, such as commands for creating and managing macros.

Device driver 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.

Digital certificate An attachment for a file, macro, project, or e-mail message that vouches for its authenticity, provides secure encryption, or supplies a verifiable signature.

Digital signature An electronic signature that is stored with the presentation to let others know the file is authentic or meets a standard that is important to the group.

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

Document Panel A feature in Excel that contains the document properties.

Document properties Categories of information about a document.

Domain name The name that identifies a Web site.

Drag-and-drop editing The action of using a mouse to drag a selection from its original location and drop it in a new 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.

Embed A special process of copying data from one document to another, so that the tools from the original application are made available in the destination application for editing. Because no link to the original data is created, editing does not affect the original data.

Embedded chart A chart placed as an object within a worksheet.

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

Encryption Scrambling so as to be indecipherable.

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.

Error alert A feature in Excel that you can use to warn users when they enter invalid data.

Ethical Conforming to accepted standards of social or professional behavior.

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.

Excel Web App A Microsoft feature that allows you to view and work with Excel workbooks directly on the Web site where the workbook is stored.

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 type 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 Copy records that match specified criteria to another place in the worksheet where they can be changed, sorted, formatted, printed, and so on.

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

Field A piece of data stored about each record in a table. For example, ZIP Code is a field in an address book; 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 header The top block in a vertical field in a table, containing the field name.

Field List A list of data fields within a PivotTable.

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 A color that fills a cell, appearing behind the data.

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 display only certain records.

Filter by Form To use a form that enables you to enter criteria for the filter.

Filter by Selection To filter based on the data in the selected record and field.

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

Firewall Software or hardware that monitors information as it passes from a network to your computer in order to detect and prohibit the transfer of malicious programs.

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 a font set.

Font effects Enhancements applied to font characters.

Font size The measurement of the typeface in points (1 point = 1/72 of an inch).

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

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

Form A document used to collect and organize information.

Form footer An 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 lets you copy text formatting from one text selection and apply it to any other text in the presentation.

Formula An instruction Excel uses to calculate a result; 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 To set a field so that it always remains on-screen, in the left-most position, as you scroll left to right.

Full block A style of letter in which all lines start flush with the left margin—that is, without indents.

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.

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.

Grayscale A way of displaying the current slide so that you can see how it will appear when printed on a black and white printer.

Gridlines A regular grid of nonprinting dotted lines displayed on a slide in PowerPoint or around a cell in Excel to help arrange objects.

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.

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

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.

Hidden text Text that is formatted with the Hidden font effect.

Hierarchy A type of organization in which items (e.g., data) are ranked one above the other.

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.

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 type of encoding that tells a Web browser how to format and display text and graphical information.

Hyperlink Text or graphics linked to related information in the same workbook, another workbook, or another file.

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

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

Indent A temporary left and/or right margin for lines or paragraphs.

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.

Inline Within the document text.

Input cell A cell in a data table to which your formula refers. Excel copies a variable into this cell, solves the formula, and then goes on to the next variable to create a series of answers.

Input mask A pattern to follow for entering data in a field.

Input message A feature in Excel that you can use to guide users to enter valid data.

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.

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

Integrity Adherence to a strict moral or ethical code.

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.

Invisible content Objects that have been formatted as invisible.

Invisible digital signature A digital signature that is attached to a document but does not display in the document.

Key One level within a sort. For example, you might sort a list by last name (one key) and then sort duplicate last names by first name (another key).

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.

Keyword A descriptive word attached to an image, used for searching and indexing the image library; an important word found in a document. Keywords can be used to classify a document.

Label A control that contains descriptive text, such as the name of a field or the form's title; 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 A printout that is wider than it is tall.

Layout selector The four-headed arrow button 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.

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

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

Line style The appearance of a line.

Line weight The thickness of a line.

Linear A pattern of data points that looks like a line.

Link A reference to data stored in another file. When that data is changed, the data is updated in the destination file automatically.

Live Preview A feature that shows you how a gallery formatting choice will appear in the worksheet when you move the mouse pointer over that choice.

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

Macro A series of recorded actions that can be replayed when needed. The recorded actions are carried out automatically for the user.

Macro security A macro setting that enables or disables macros when the workbook is opened by a person other than the person who created the file. The default security setting is to disable macros.

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.

Make Table query This type of query pulls information from one or more tables, and then creates a new table with this information.

Margins The amount of white space between the text and the edge of the page on each side.

Markup area A 3"-wide strip along the right side of a document where comment and other revision balloons display.

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 & 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 the name and address information.

Merge document The customized document resulting from a merge.

Merge field A placeholder in the main document that marks where and what will be inserted from the data source document.

Metadata Data about data, such as the size of a file. Another term for document properties.

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.

Multilevel list A list that has a hierarchical structure that indicates the relationship between items in the list.

Multiple sort To use more than one field to sort records. 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.

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

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 bar A list of sections or pages that you can quickly jump to from the current Web page. Typically a navigation bar is consistent across all the pages on a site.

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.

Nesting Using 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, or not next to, each other.

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.

Normal view PowerPoint's default view that displays the Slide pane and the Thumbnail pane.

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 2014 used as a column label.

Object Icon, menu, or other item that is part of an on-screen interface; an item, such as a table, query, form, or report, in an Access database file that is used to store, display, or manage data; any element on a worksheet or chart that can be manipulated independently. Some chart elements are also objects.

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.

Online Analytical Processing (OLAP) A category of database software tools that provides analysis of data stored in a database.

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.

Orphan 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.

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

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.

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.

Parameter query A query that asks for input every time that you run it.

Parent table The main table of a relationship. This is the "one" side of the relationship and contains the primary key.

Password A string of characters used to authenticate the identity of a user, and to limit unauthorized access.

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 format PDF stands for Portable Document Format. It is a file format that preserves the original layout and formatting of most documents, so they can easily be viewed and shared.

Percent format A style that displays decimal numbers as a percentage.

Phishing A method of tricking computer users into divulging private or confidential information over the Internet.

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.

PivotChart A chart based on PivotTable data.

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

Placeholders Designated areas in PowerPoint layouts that can be used to easily insert text, graphics, or multimedia objects; 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.

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

PowerPivot An Excel add-in that can analyze data and create data models.

Power View A feature in Excel that presents data in an interactive report format.

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 how a document will appear when printed.

Print titles Row and column labels that are reprinted on each page of a worksheet printout.

Prioritize Rank in order of importance.

Properties Categories of information about a document.

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

Publish Output a document so it can be distributed to readers; The process of saving data to an intranet or Internet.

Publishing The process of saving data to an intranet or Internet.

Query A defined set of operations to be performed on a table (or on the results from another query); a specification that describes how a set of records should be sorted, filtered, calculated, or presented.

Quick Explore A feature in Excel that allows you to navigate data tables and drill into specific data.

Quick Part An object such as a document property or field you can insert from a gallery.

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 The name given to a set of adjacent cells. You might name a range in order to make it more convenient to reference that range in a formula or a function, such as VLOOKUP.

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 The stored information about one particular instance, such as one person's data in an address book.

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, each foreign key value in the child table must have a corresponding primary key value in 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. For example, if you copy a relative reference to A5 one row down, it becomes A6.

Replace To substitute new text after finding a string of text.

Report A way to present your data for printing with formatting enhancements.

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.

Report view A view of a report similar to Print Preview, but designed for on-screen viewing.

Required field A field for which each record must contain an entry.

Resolution The number of dots or pixels per linear unit of output. For example, a computer monitor's resolution is usually 72 pixels per inch.

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

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.

Reviewing pane A window where revisions and comments can be entered and displayed.

Rotate Turn an object on a central axis to a new orientation.

Row A horizontal series of cells in a table.

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

Sample Pick up a color from an object or slide background.

Sans serif A font with straight edges.

Saturation The intensity or depth of a color.

Scale Adjust the size proportionately.

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

Scanner A device that converts printed documents into digital file formats.

Script A font that looks like handwriting.

Scroll To page through a document in order to view contents that is not currently displayed.

Scroll wheel A wheel on some mouse devices 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 An area of a form or report layout designed for a specific purpose. For example, the Detail section contains the fields and the Form Header section contains the form title.

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 with curved or extended edges.

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.

Signature line A graphics object inserted in a document, on which a person can insert, type, or handwrite a digital signature.

Sizing handle A nonprinting icon that displays outside the lower-right corner of a table that you use to resize the table.

SkyDrive A file hosting service that allows you to upload and sync files to a virtual, or cloud, storage environment. Files can then be accessed from a Web browser or a local device.

Slide layout Prearranged sets of placeholders for various types of slide content.

Slide master A slide that controls the appearance of all slides in a presentation. If you make a change to the master, all slides based on that master will display those changes.

SmartArt graphic A pre-drawn graphic used to illustrate a specific data relationship, such as a list, process, cycle, hierarchy, matrix, pyramid, or other relationship.

SmartArt style The shading and texture effects on the shapes used in the diagram.

Snap To change position to align precisely with a gridline.

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

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 To organize items into a specified order.

Source The original location or application of an object you intend to place in another location or application; the workbook that contains the data being referenced.

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.

Spreadsheet A document created with an application, such as Microsoft Office Excel 2013, 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.

Storyboard A series of drawings used to illustrate the sequence of action or outline of a presentation.

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.

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.

Symbol A typographical character that is neither a letter nor a number. Some symbols can be typed on a keyboard, and others must be inserted.

Synonyms Words with the same meaning.

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

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

Table A grid comprised of horizontal rows and vertical columns into which you can enter data; in Access, a collection of records that share the same fields.

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

Table of contents A list of topics and subtopics in a document, usually accompanied by the page numbers where the topics begin and placed before the main body of the document.

Table style A combination of cell color, border, shading, and other formatting attributes applied to a table.

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

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

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 free-floating box added to a sheet or chart that contains any text you specify and that can be formatted separately; a non-placeholder container for text that you can position anywhere on a slide.

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

Thank-you letter A letter you send after a job interview to thank the interviewer and review important points.

The Backstage view A feature of Microsoft Office 2013 from which you access file and program management commands.

Theme A set of coordinated colors, fonts, and effects that can be applied to Office 2013 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.

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

Timeline A feature in Excel that filters dates and time, and can zoom in on a specific time period.

Tone The amount of gray added to a color.

Toolbar A row of command buttons.

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.

Trendline A feature in Excel that reveals patterns or trends in your data using a linear graphic.

Unbound Not connected to a particular field.

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

Unethical Not conforming to accepted standards of social or professional behavior.

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.

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

Variable An input value that changes depending on the desired outcome.

VBA Visual Basic for Applications, the programming language used to create macros.

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

Visible digital signature A digital signature that displays on a signature line in a document; an electronic, encryption-based, secure stamp of authentication on a macro or document.

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

Walls The areas of a 3-D chart that frame the data series. These can include side walls and a back wall.

Watermark A faint design made in paper that is visible when held against the light. When on-screen, it can look transparent.

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

Web browser Software that enables you to view Web sites on the Internet.

Web page Information published on the World Wide Web, which can include text, graphics, and links to other pages; these documents are accessed with a Web browser.

Web page title The text that displays in the title bar or tab when a Web page is viewed 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 Excel's term for a series of tools that perform calculations involving one or more variables.

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

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

WordArt Text that is formatted with graphical effects.

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 network of computers located in businesses, research foundations, schools, and homes that allows users to share and search for information.

Wrap text A feature that causes long cell entries to appear on multiple lines.

xlsm The file extension that is used for an Excel 2007–2013 file that contains a macro.

XPS file XPS stands for XML Paper Specification. This format is retains the look and feel of an electronic document, much like electronic paper.

XPS reader A program that reads (displays) the content from XPS files.