

Microsoft Glossary

3-D reference: A reference to the same cell or range in multiple worksheets that you use in a formula.

A

Absolute reference: A cell reference that does not change when a formula is copied to a new location.

Action Button: A button that, when clicked, performs an action during a slide show, such as advancing another slide.

Action Query: An action query makes changes to the records in a table.

Active Cell: The cell in the worksheet in which you can type data.

Active Worksheet: the worksheet that is displayed in the work area.

Adjacent range: A range where all cells touch each other and form a rectangle

Adjustment handle: A yellow diamond-shaped handle that appears on a selected object.

Drag the handle to change the appearance of the object.

Agenda slide: A slide that provides an outline of topics for a presentation.

Aggregate function: Used to calculate counts, totals, averages, and other statistics for group records.

Align: To adjust form or report controls so that they are in a straight line.

Alignment: The way text lines up with respect to margins or tabs; the position of text and graphics in relation to a text box's margins and to other text and graphics on a slide.

Alphanumeric data: Data that contains numbers, text, or a combination of numbers and text.

Alternate calendar: A second calendar that displays in the same view as the standard Outlook calendar.

And operator: An operator used in a query that selects records that match all of two or more conditions query.

Animation: Adds motion to an object

A - Continued

Animation scheme: An effect that, when applied, causes text and graphics to move and display on screen in specific ways. Animations Schemes can be Subtle, Moderate, or Exciting.

Annotation: A mark or note made with a pen tool when viewing a slide show.

Append: Append means to add

Application: A program designed for a particular type of task, such as writing a letter or calculating a budget.

Appointment: An entry in the Outlook Calendar that has a beginning and end time.

Argument: The value the function uses to perform as a calculation, including a number, text, or a cell reference that acts as an original operand;

Arrange: To organize more than one window on the screen at the same time.

Arithmetic operator: The element of a formula that performs basic mathematical operations to produce numeric results in an Excel formula.

Attachment: A file that is sent with an e-mail message.

AutoContent Wizard: A tool that helps you put content together into a professional presentation.

AutoComplete: A feature in Word that guesses names of calendar items, such as the days of the week and months, as you type them, and then suggests the complete word.

AutoCorrect: A Word tool that automatically corrects common spelling errors.

AutoExec macro: An AutoExec macro allows you to have one or more actions automatically execute when the database is opened.

Auto Fill: A feature in Excel that automatically fills in adjacent worksheet cells with data in any direction.

AutoFilter: A menu that opens when you click the arrow on the right side of a field selector in a datasheet. The menu contains options for sorting data and for applying and clearing filters.

AutoFit: An automatic determination of the best width for a column or the best height for a row, based on its contents.

AutoFormat as You Type: A feature in Word that applies built-in formats as you type.

Automatic grammar checking: A feature in Word that checks your document for grammatical errors as you type, and flags them with a green, wavy underline.

Automatic page break: A page break Excel inserts whenever it runs out of room on a page.

A -Continued

Automatic spell checking: A feature in Word that checks your document for spelling errors as you type, and flags them with a red or blue wavy underline.

AutoNumber: A data type that automatically adds a unique field value to each record in a table.

AutoShape: A group of ready-made shapes that include lines, connectors, basic shapes, arrows, flowchart symbols, stars and banners, and callouts.

AutoSum: A function used to add values in rows or columns.

AutoText: Text that can be inserted through the menu or a keyboard shortcut.

Average: A function used to find the numeric average of a group of cells.

Axis: A horizontal or vertical line that establishes the relationship between data in a chart.

Axis title :A chart labeled that clarifies what is being measured, such as dollars, number of units, or time spans.

B

Backstage View: A feature in Microsoft 2010 programs which allows access to file-related commands, such as those used to open, save, and close documents.

Background: A graphic that appears behind the information in a worksheet; Solid colors, patterns, or pictures that fill the entire slide and appear behind the slides content.

Badge: A small label with a number or letter that appears on each command on the Ribbon when you activate KeyTips.

Backup: A copy of a database kept to protect ones work and data.

Banded Columns: When you create a table, the columns can appear with different formats. Typically, one column will have a lighter format and the adjacent column will have a darker format. This type of formatting is referred to as banding.

Banded Rows: When you create a table, the rows can appear with different formats. Typically, one row will have a lighter format and the adjacent row will have a darker format. This type of formatting is referred to a banding.

Best Fit: The term used when a column in a datasheet is resized to best width for the data contained in a column.

B -Continued

Bibliography: A list of source materials that are used in the preparation of a work.

Bitmap: A file format that consist of rows of tiny colored dots called pixels that compose an image on a computer screen.

Bits: Tiny colored dots that compose an image on a computer screen.

Blank Database Template: A template that creates a database that contains only an empty table.

Blank Presentation: A new presentation that does not have theme elements, text, or objects.

Boilerplate Text: Standard text that is reusable in documents, such as contracts and correspondence.

Bookmark: an item or a location in a document that you identify and name for future reference so you can jump quickly to a specific location within the same document.

Border: A line or box that frames text or a cell.

Bound Control: a control in a form or report that is connected to a field in the record source and is used to display, enter, and update data

Browser: A software program that can surf the Web and interact with Web sites.

Budget: A detailed estimate of income and expenses over a certain period of time.

Building blocks: Predesigned, reusable document parts or design objects.

Bullets: Symbols that mark the beginning of each entry in a list.

Bulleted list: A list of items preceded by a special symbol, such as a dot or arrow.

Business information set: A collection of data in Publisher, such as name, address, and job title, that can be saved together as a set and used repeatedly to populate future publictaions.

Business letter: A formal letter written by a company or an individual on a business-related subject.

Button: A graphic icon that can be clicked to perform a specific task.

C

Calculated Control: a calculated control can be used to perform calculations on the values in other fields.

Calculated field: A field that displays the result of a calculation using other fields on query, form, or report.

Callout: a special type of label in a drawing that consists of a text box with an attached line to point to something in the drawing.

Caption: A displays name. A fields column heading in Datasheet View. The text in a label control.

Case- Sensitive: refers to uppercase and lowercase characters in a password. Passwords must be entered in the same uppercase and lowercase letters in which they were created.

Case Sensitive- when entering a password to open file, the upper and lower-casing of the letters must be identical to the casing of the letters in the assigned password.

Category Axis: The identifying labels listed on the horizontal axis in a chart.

CD-R (Compact Disk Recordable): A CD-ROM disk that does not yet contain information. A CD-R drive writes information into a CD-R disk.

CD-ROM: An optical disk that can hold up to 1 gigabyte of information.

CD-RW (Compact Disk Rewritable): An optical disk that can record information many times. It is useful for making copies of important information for backup.

Cell: The intersection of a row and a column in a table or worksheet.

Cell content: The words, numbers, and symbols that appear inside a cell.

Cell reference: The column letter and row number of a cell.

Cell Style: A defined combination of cell formatting characteristics in Excel, such as number, alignment, font, border, and fill.

Central processing unit (CPU): The brain, or processor component, of a computer that performs basic functions. In larger machines, the CPU can be made up of several microprocessors.

Center: to position text so that it is centered between the left and right margins

Chain: A series of links that let the story flow from one text box to the next, enabling you to continue a story elsewhere in the document.

Character: Individual letters, numbers, symbols, and punctuation marks.

Chart: A graphic that organizes data visually. Common charts are pie charts, bar charts, and line charts.

C - Continued

Chart area: In Excel, the complete chart and all its elements, including the plot area, titles, axes, legend, and any other objects.

Chart Floor: the foundation, or base, of a 3-D chart.

Chart Layout: an arrangement that specifies which elements are included in a chart and where they are placed.

Chart sheet: A separate worksheet in an Excel Workbook that contains a chart.

Chart Style: formatting applied to a chart based on the colors, fonts, and effects associated with the workbook's theme.

Chart Template: a chart that you create and add a unique formats and settings to, and then you save the chart as a template. Chart templates are saved in the same default location as the preformatted chart templates.

Child: in a PivotTable, when there is more than one level, the main row heading is referred to as the parent and the level of detail below this level is the child.

Citation: a reference in a document that credits the source of information or other content, such as a picture or a chart, or references specific legal causes or statutes.

Clear: To remove all of the contents of a cell.

Clip Art: Graphics stored in the Clip Organizer or available online that you can insert in any presentation; the term clip art refers not only to drawn images, but also to photographs, movie clips, and sound files.

Click: To quickly press and release the left mouse button.

Clip Art: Images or pre-made graphics that can be inserted into a document or presentation.

Clipboard: Place where cut or copied text is stored for future use.

Clock speed: The number of calculations a processor can do each second.

Code: macro actions formatted in east-to-read sentences, just like text in a book; a set of instructions and data for a computer program.

Collate: To print the pages in a document or file in a specific order.

Color Palette: a coordinated set of colors available for use in a document.

Color scheme: The eight colors used in a slides design. Each design template has a specific color scheme that is used for the presentation's background, text and lines, shadows, title text, accents, and hyperlinks.

Column: All of the cells arranged vertically under a lettered column heading.

Column break: Separation of text from one column to the top of the next column.

C - Continued

Column Chart: a chart that uses bars of varying heights to illustrate values in a worksheet.

Column Heading: the column letter

Combination Chart: a chart that shows data on two y-axes for the purpose of showing different data in the same chart.

Combo Box: a combo box displays a list of values and lets you select one from a list.

Command: Controls that tell a computer to perform a particular task.

Comment: A note that you can add to a document or presentation without appearing as actual changes.

Comparison Operator: A sign or symbol in an Excel formula used to compare two values to obtain a logical value (either TRUE or FALSE).

Compare and Merge: A tool for combining the comments and edits made to multiple copies of the same presentation into one presentation.

Computer: An electronic device that processes data and converts it into information that people can use.

Conditional formatting: A feature in Excel that enables you to apply specific formatting to cells that meet specific conditions.

Constant: A number entered directly into an Excel formula that does not change.

Contact: In Outlook, the set of information about one person, such as name, title, address, telephone and fax numbers, and e-mail address.

Content: The text and graphics included on a slide.

Content Control: A small program within a placeholder that saves the content entered in the placeholder and displays it automatically in all locations in the document using that same placeholder.

Contextual tabs: The tabs on the Ribbon that appear only when you have selected a specific object or you are completing a specific task, and provide commands that relate to the selected object or the task that you are performing.

Control: An object on a form or report that displays data, such as a text box or check box, or a button that lets users control a program.

Control Panel: A Windows 7 tool providing options for selecting and changing the settings for Windows, including how it looks and works.

Convert: To change the format of a document or file.

Copy: To select and reproduce text somewhere else in a document or application.

C - Continued

Copy and paste: Data are copied onto the Office clipboard and then pasted from the clipboard into another application.

Count: A function that counts the number of cells in the range that contain numbers.

Cover page: The first page of a Word document that provides introductory information about the document, such as the title, author, and date.

CPU: See *Central processing unit*.

Criteria: Conditions that are set in a query.

Crop: To remove unwanted parts of a picture or object.

Crosstab query: Calculates a sum, average, count, or other type of total for data that is grouped by two fields—one across the top of the datasheet, the other in each row of the datasheet.

Cursor: A blinking vertical bar that indicates where the text you will key will appear on the screen. Also known as an insertion point.

Cut: To select and remove text, usually for the purpose of pasting somewhere else in a document or application.

D

Data access page: A Web page that displays data from an Access database.

Data marker: A dot, bar, or symbol used to represent one number from an Excel worksheet in a chart.

Data Series: A series of related values from an Excel worksheet graphically represented by a unique color or pattern in the plot area of a chart.

Data source: A file that contains the information for a mail merge.

Data type: Tells what type of data a field can hold. For instance, a number field can store numbers only.

Database: An organized way to store information so that it is easy for the computer to search for information.

Database application: A program used to create databases and programs to track and manage information.

Database object: Any of the parts of the database shown in the Database Window. A table, query, form, report, page, module, or macro.

D - Continued

Database template: A sample database used by the database wizard to create a new database.

Database window: The window that shows the objects in an Access database.

Datasheet: Holds information in cells. Similar to a worksheet.

Datasheet View: The view that shows data in rows and columns.

Delete: To remove text from a document.

Demote: In outlines, changes selected text to the next-lower heading level (down one level, to the right).

Design View: The view that allows you to change the structure of a database object.

Desktop: The main work area on a computer that holds the most used and needed files, folders, and programs.

Desktop computer: A computer designed to stay in one location.

Destination file: The file into which information is inserted.

Diagram: A graphic that represents or illustrates something or can be used to organize and present information visually in a slide.

Dialog box: A box opened by some menu commands that allows you to select options or specify information to perform the command.

Directory: An area on a computer in which files and folders are stored.

Distribution list: A list of e-mail addresses to which e-mail messages can be sent.

Document: The file into which text is keyed. Documents can contain text, pictures, charts, and other objects.

Document pane: The part of the Word screen where you key in text.

Documenter: A tool that reports the characteristics of database objects and their parts.

Double-click: To click the left mouse button quickly two times.

Drag: To move text by selecting it, holding down the mouse button, and moving the mouse.

Duplicate query: Finds records with the same data in a field.

DVD-ROM: An optical disk that can hold up to 17 gigabytes of information.

E

E-mail: Short for electronic mail; a way to send and receive messages over the Internet or another network.

Edit: To make changes to a document, contents of a cell, or a presentation.

Electronic Mail (E-mail): A communication sent from one person to another over the Internet.

Embed: To insert a source file into a destination file as an object, not just data or text.

Embedded Chart: A chart that is a graphic object saved as part of the Excel worksheet in which the data source resides.

Embedded Object: A file produced by one application that becomes part of another file produced by the same or a different application.

Encryption: A way to keep information secure by scrambling it as it is being transmitted over a network or over the Internet.

Endnote: A note at the end of the document or section that is used to cite references or to give more information.

Ethernet Cable: A cable that enables computers in a network to communicate with each other.

Error Value: In Excel, an indication that a formula has resulted in an error.

Export: To take data from one application to another, with the option of keeping the same formatting.

F

Field: One piece of data that describes something.

Field name: Identifies a field in an Access database.

Field properties: Characteristics that control the appearance and behavior of a field in an Access database.

Field Value: A piece of information stored in a field in a database.

File Management: A utility that organizes files and information so that they are easy to locate.

Fill Color: The color applied to the interior of a shape.

F - Continued

Fill Handle: A tool that lets you fill multiple cells with the same content by using one cell as an example.

Filter: A feature that allows you to look at only the data that you need.

Firewall: A utility that protects computers against unwanted connections.

Flash Memory: A secondary storage device that is similar to a hard drive, but has no moving parts. Stored data remains in the memory even when the device has no power.

Floppy Disk: A small portable disk that can store up to 1.4 megabytes of information.

Folder: An item that helps the user organize files.

Font: The overall design of a full set of characters. (Also called typeface)

Font Style: An effect that can be applied to a font, such as bold, italic, or underline.

Footer: Text that appears at the bottom (foot) of every page. It can include the page number, grand totals, or other appropriate information; one or more text boxes at the bottom of every slide, handout, or Notes Page. May contain the date, presentation title, or slide number.

Footnote: A note at the bottom of the page used to cite references or give more information.

Form: An onscreen display where data can be added or changed.

Form View: The view that allows you to view, add, delete, and change data, usually on record at a time.

Format: To make a document or presentation look a certain way by changing the way the words and paragraph look; A process in which the computer makes sure a disk works and then creates addresses for the information on a disk.

Format Painter: A tool that copies formatting from one object to another.

Formatting: Any change made to the appearance of text or content on a slide.

Formula: An equation containing values, cell references, or both.

Formula Bar: The bar that displays the contents of a cell.

Freeze: To keep headings in place while you scroll through a worksheet.

Full Screen View: A view that displays a document with all the Word toolbars, task panes, and other screen items removed.

Function: A list of preset formulas that are used to solve equations.

G

Go To: Navigation tool that lets you move through a document in a specified way or move directly to a particular cell. You can, for example, go to items such as pages, sections, or headings, or move or down a specific number of lines in a text.

Gradient: The gradual shading of a graphic from one side or corner to the other.

Graphic: A visual element created using tools such as WordArt, AutoShapes, scanners, and digital cameras.

Graphical User Interface (GUI): A computer interface that makes computing easy by allowing users to click a mouse and graphical icons to perform a command.

Grid: A series of horizontal and vertical lines laid over a slide to help align items on a slide.

Guide: A horizontal or vertical line you place on a slide to help align objects.

H

Hard Drive: A widely used secondary storage device that can hold up to 100 gigabytes of data. A hard Drive can be internal or external. Also called a hard disk.

Header: Text that appears at the top of every page or presentation.

Help Menu: A menu that offers instructions and tips about many application- related topics.

Hidden Text: Text that only appears when Show/ Hide is selected.

Highlight: Changes the background of selected text to draw attention to it.

Horizontal Alignment: The side-to-side placement of the contents of a cell.

HTML: See *Hypertext Markup Language*

Hyperlink: A link in a document to a Web page or to another document.

Hypertext Markup Language (HTML): A programming language used by Internet browsers to read and display Web pages.

I

Icon: A small picture or graphic that visually represents programs, document files, Web links, or other items on the computer

IF: A function that checks to see if a condition is met and then has one result if it is true and another if it is false.

Import: To bring data from one application into another, with the option of keeping the same formatting.

Indent: The distance from the left or right margin to the text.

Input Device: A device that provides some sort of instruction to the computer so that it knows what to do.

Input Mask: Allows users to apply a specific type of format to data entered into a database.

Insert: To add text to a document.

Insertion Point: A blinking vertical bar that indicates where the text you key will appear on the screen. Also known as a cursor.

Instant Messaging: A type of e-mail service that enables two or more people to establish a private communications channel, similar to calling someone on the phone.

Internet Service Provider (ISP) An online service provider that homes and businesses use to connect to the Internet.

ISP: See *Internet Service Provider*

J

Join line: The line that connects tables that have a relationship; the join line connects the common fields and indicates the relationship type.

Joystick: An input device that usually has buttons that can be pressed to send instructions to the computer.

K

Key: To type text into a document.

Keyboard: An input device used to enter information in the form of words, numbers, and punctuations.

L

LAN: See *Local Area Network*

Landscape: The orientation of a page, worksheet, or a slide that is wider than it is tall.

Laptop: A computer designed to be carried from place to place.

Layout Preview: The arrangement of the parts of a form or report.

Line Color: The color applied to a line or the border of a shape.

Linked Object: A file that is outside a document but can be viewed or printed as if it were within it.

Local Area Network (LAN): A series of connected personal computers, workstations, and other devices such as printers or scanners within an office or building.

Lookup Field: Displays input choices from another table so you can enter data by choosing from a list.

M

Macintosh: A model of computer made by Apple.

Macro: A series of actions that you record and then replay to automate tasks.

Mail Merge: The process that creates multiple copies of the same letter, envelope, or label and inserts personalized data.

Main Document: The letter, envelope, or label document that is used in a mail merge.

Mainframe: A large and powerful centralized computer.

Margin: The amount of space between the text and the edge of the page.

Markups: Call-out boxes containing a reviewer's name, date, and details of the comments and changes made.

Max: A function used to identify the largest value in a group of cells.

Maximize: To make a window fill us the screen

M - Continued

Memo: An informal note sent to one of more people, usually within a business or organization.

Memory: Computer chips in which computers store information.

Menu: A list of related commands.

Menu Bar: A bar that displays the names of the available menus.

Menu Command: An individual option in a menu.

Merge: To combine the two versions of the same document.

Merge Field: Code in a mail merge main document that shows where data will be inserted.

Microphone: An input device used to enter audio such as music into a computer.

Microprocessor: A processor component of a computer. The CPU (central processing unit) of a small computer is usually a single microprocessor.

Min: A function used to identify the smallest value in a group of cells.

Minimize: To take a window off the desktop without closing it.

Modem: A computer-to-computer connection device that converts digital signals from the computer to analog signals for telephone lines.

Monitor: An output device that displays information visually. Also called a computer screen.

Moore's Law: A prediction made by Gordon Moore in 1965, in which he said that the number of transistors in computer circuits would double every few years.

Motherboard: The main circuit board in a computer.

Mouse: An input device used to control objects on your computer screen.

Multimedia page: A web page that contains information in many forms, such as sound and movies.

Multitasking: Running multiple programs at the same time.

N

Navigate: To move through your document to a particular location.

Network: A group of computers that are connected to each other.

Network Hardware: The physical components of a network.

Network Interface Card (NIC): A hardware component that enables computers to communicate with servers.

Network Operating System (NOS): An operating system designed to support networking. A network operating system must answer the demands of many users quickly and effectively.

Network Topology: The physical arrangement of computers in a network.

NOW: A function that displays the date and time that a worksheet is opened or used.

Numbered List: A list of items that must appear in a particular sequence. Each item is preceded by a number or letter.

O

Object: A document, picture, worksheet, presentation, or other item that can be inserted into an open file in another application.

Object Dependency: Refers to the fact that a database object that uses a second database object is dependent on that second object.

Operating System: The overall program that controls all the other software programs and allows hardware devices to work properly.

Optical Disk: A storage device that uses lasers to read and write information.

Orientation: The direction that a document prints on the page (either landscape or portrait).

Outline Numbered List: An indented chronological list of items organized in sections.

Outline Pane: The pane that displays the outline view, or text, of the presentation.

Outline View: The view of a document that displays the text, indented to show the heading level.

Outlook: A Microsoft Office program that sends, receives, and organizes e-mail messages.

Output Device: A device that carries information out of a computer.

P

Package for CD: A fast way to group a PowerPoint presentation and all related files (such as linked files and PowerPoint Viewer) into one folder.

Page Borders – Decorative lines that frame the page in a Word Document.

Page Break: The place where one printed page ends and the next begins. A soft page break automatically moves text to a new page. A hard page break can be inserted to force text to a new page.

Page Orientation: Refers to whether a page is laid out vertically (Portrait) or horizontally (Landscape).

Page View: Shows how a page will look in a Web browser.

Paragraph – Any amount of text or other items followed by a paragraph mark.

Parent Directory: A directory that holds other directories, such as My Computer, which is the parent directory of 3½ Floppy (A:).

Password – A secret set of characters that a user types to log on to a computer or account.

Paste: To place previously cut or copied text into a document.

Paste Options: Choices you can make about how to format the text you are pasting.

Paste Special: Pasting material that may be in any one of several file formats.

Peripheral: A device that is connected to a computer.

Personal Folder- A location on the computer labeled with the user name that stores frequently used folders for the account.

Personal Computer (PC): A computer used by individuals to complete work at home or at the office.

Personal information manager software – Software that helps you communicate and organize business and personal information.

Personal Digital Assistant (PDA): A handheld computer used to track appointments, store addresses, and keep notes.

Picture – Digital photograph or image.

PivotChart: An interactive chart. Different data can be shown by dragging fields on to an off of the chart.

Placeholder Text: Text that tells you what type of content should be place in different areas of a slide.

P Continued

Plot Area - The area in an Excel chart where the values from the data series are displayed graphically.

Plain Text Format: A file format that allows the text to be read by different applications. In this format, text does not retain most of its original formatting.

PMT: A function that calculates payments for a loan based on interest rate, number of payment and the amount of the loan.

Pointer: The arrow used to select on-screen items, such as menus and buttons. In Excel, the pointer changes to a two-headed arrow to resize columns. It changes to a block plus sign over the worksheet cells and it changes to a black plus sign over the fill handle of a cell.

Point Size – A measurement for the height of characters.

Port: Allows users to connect external input devices to the computer system.

Portrait: The orientation of a page, worksheet, or presentation that is taller than it is wide.

PowerPoint Viewer: A computer application that allows people to view a slide show without using PowerPoint.

Presentation Software – Software that lets you prepare a series of slides that are referred to collectively as a presentation.

Primary key – A field that uniquely identifies each record in an access table.

Presentation: A PowerPoint file. A presentation can contain text, pictures, charts, links to other pages, and other objects.

Preview: An on-screen sample of a page from a form or report.

Print Area: The part of a worksheet that prints.

Print Preview: A preview of slides to be printed.

Printer: An output device used to transfer information from a monitor to paper.

Process: Convert data into useful information.

Promote: In outlines, changes selected text to the next-higher heading level (up one level, to the left)

Property: A detail about an object, such as the size or default value.

Property Sheet: A window listing the properties for an object.

Publication – A document that is created to market a product or communicate a message to an audience.

P - Continued

Publish: To copy necessary HTML files to a Web server so that they can be seen over the Internet.

Pull Quote – In word or publisher , an enlarged quotation that is placed on the page for emphasis.

Q

Query: An instruction that tells a database to show only certain information.

Query Wizard – A tool in Access that guides you through the process of creating a query.

Quick Access Toolbar – A Toolbar located on the left side of a program windows title bar; it can be customized with commands used most frequently.

Quick Part – In Word, a type of building block made up of an image and/or text that you can create, save, and reuse.

R

RAM: *See Random-access memory.*

Random-access memory (RAM): The temporary information that a computer uses only when it works with a particular file.

Range: A group of cells.

Reading Layout View: The view of a document that maximizes the viewing area for reading.

Record: The set of data that tells you which record you are currently using.

Record Selector –The box to the left of a row that selects a single record in an access table.

Recycle Bin: A computer's "trash can," represented by an icon on the desktop, where deleted files are stored temporarily.

Referential Integrity: Prevents conflicting data between two tables by enforcing a relationship.

Relationship: A link between two tables based on a common field.

R Continued

Relative Reference: A cell reference that changes when a formula is copied to a new location.

Report: A formal document used to communicate information.

Report Preview: Shows how a report will look when printed.

Research Task Pane: A task pane that allows you to look up information while you are using Word or Excel.

Resize: To make a window larger or smaller; To make controls on a form or report larger or smaller.

Restore: To make a window that was minimized visible again.

Revisions Task Pane: Allows you to quickly and easily view a list of suggested changes to a presentation.

Rich Text Format: A file format that allows the text to be read by different applications. In this format, text retains most of its original formatting.

Rotate: To turn an object, usually 90° to the left or right.

Router: Connects multiple computers to each other as well as to a WAN such as the Internet.

Row: All the cells arranged horizontally to the right of a numbered row heading.

Run: to perform an access query with the most recent data, and to give instructions to display the records and fields in the original query design.

S

Scratch area – In publisher, a workspace that you can use to store or work with graphics or text boxes.

Screen Saver – A moving picture or pattern that is displayed on the screen when the computer has been inactive for a certain amount of time.

Screenshot – A picture of a computer screen or part of a screen.

Screen Tip – A box that appears when you rest the mouse pointer on a button and that displays the name of the button, a keyboard shortcut if available, and a description of the buttons function.

Scanner: Hardware that digitally encodes text, graphics, and photographs.

ScreenTip: A description that appears when you point to a button.

Scroll: To move up and down or left and right in a document.

Scroll Bar: A bar at the right side or bottom of the screen that allows you to move up and down or left and right in a document or a worksheet.

Scroll Box: The box that moves inside the scroll bar.

Search Engine: A Web site used to seek out other Web pages using keywords.

Section: A portion of a document that can have different formatting from the rest of the document.

Section Break: A break that you insert to start a new section.

Select: to highlight text, an object, a cell, or a range of cells.

Select Query: a query in access that retrieves specific data out of a record source for you to use.

Select Browse Object: A button that lets you choose how to move through a document. You can, for example, browse by page, section, heading, footnote, or endnote.

Selection Handles: small circles that are displayed at the sides and corners of a selected text box or graphic and are used to resize the object.

Server: Manages the flow of information on a network.

Shading: The background color or pattern that is added to a text area.

Sheet Tab: A small flap at the bottom of a worksheet that displays the name of the worksheet, allows you to move from one worksheet to another within the same workbook.

S continued

Shortcut: An icon that will automatically open a particular program, folder, or file, no matter where the shortcut is in the file system.

Shortcut Menu: A menu that opens when you right-click an icon.

Signature – Text or a graphic, such as a picture that is added automatically to the end of an email message.

Simple form – An access form that includes all of the fields from the selected record source.

Sizing Handle: Points on a small square around a selected object that can be dragged to change the object's size.

Slide: One page in a presentation.

Slide Finder: Displays a miniature of each slide in a presentation that you can select and insert into the current presentation.

Slide Icon: In the Outline pane, the small slide image that is located next to the slide content. Click the image to move among slides.

Slide Layout: The arrangement of text and graphics on a slide.

Slide Master: A slide that serves as a model for every slide in a presentation except the Title slide.

Slide Pane: The part of the PowerPoint screen where you key in text.

Slide Show: A presentation that is shown one slide at a time using a computer monitor or projector.

Slide Sorter View: View you can use to add more slides, to delete slides, or to rearrange the order of slides.

Slides Pane: The pane that displays miniatures of the slides in a presentation.

Slides Tab: in PowerPoint, a tab that displays thumbnails of the slides in a presentation.

Smart Appliance: A household appliance, such as a refrigerator or microwave, that is connected to the Internet.

Smart Tag button: in Publisher, a circle icon with an I in the center that appears when you point to or click on data that is part of a business information set; clicking on it displays a shortcut menu for editing, saving, or updating business information sets in Publisher.

SmartArt graphic: a predesigned diagram made up of shapes that contains text and illustrates a concept or idea.

S - Continued

Smart House: A house with networks that control Internet-enabled appliances.

Snap: To line up with a grid or guide when something is dragged close to it.

Sort: To put a list of data in ascending or descending order.

Source File: The file containing the information displayed by a linked object.

Source Program: in integration, the program used to create the source file.

Spacing: The distance between controls. It can be horizontal or vertical.

Speaker: An output device that carries information in the form of sound.

Special Character: A character such as a trademark sign that does not appear on the keyboard but can be inserted using the Symbol dialog box.

Sparkline – In excel, a miniature chart embedded in the background of a single cell.

Split: To divide a window into two panes that you can scroll independently.

Spreadsheet: A table of numerical data organized into columns and rows.

Spreadsheet Software: Computer software that allows users to organize and manipulate numbers and other data.

Start Menu: A Windows menu that provides tools to locate documents, find help, change system settings, and run programs.

Storage Devices: Devices that hold information permanently, such as hard disks, floppy disks, CDs and DVDs. Also called *secondary storage devices*.

Story – All the text within a single text box or linked text boxes.

Style: A set of defined formatting characteristics.

Subdirectory: A directory that is located in another directory, such as 3½ Floppy (A:), which is a subdirectory of My Computer.

Submenu: A list of commands that appears when you click certain menu items.

Suite – A combination of Office programs packaged together.

Symbol: A character such as a monetary symbol that does not appear on the keyboard but can be inserted using the Symbol dialog box.

Syntax: A set of established rules that specifies how a function must be entered in Excel

T

Tab: category of commands on the Ribbon that relate to a particular activity. In Word, a stop used to align or position text in a document.

Tab Stop: A setting that determines where the insertion point will stop when you press the Tab key.

Table: A set of rows and columns used to organize information.

Table of Contents: A list of the topics in a document, along with their page numbers.

Task: a job or duty that you must complete and can be tracked in Outlook.

Task Bar: A visual element on the desktop that displays the start button, available applications, and active programs.

Task Pane: A pane that opens to the right of the text area that provides easy access to common tasks.

Technology: The practical application of an art or skill.

Template: A guide that contains the formatting of a particular type of document, workbook, or presentation.

Text: The words, sentences, and paragraphs on a page.

Text Box: A moveable, resizable rectangle that contains text.

Text wrapping – The flow of text around the edges of an object.

Text Effect: An animation that you can add to selected text.

Theme: A collection of design elements, graphics, and colors that help items such as documents, presentations, and Web pages maintain a consistent image.

Thesaurus: A collection of words and their synonyms, similar to a dictionary.

Thumbnails – Miniature pictures of pages in a word document or Publisher publication or of slides in a PowerPoint presentation.

Tiling: Dividing the screen among programs, so that all programs are visible on the screen.

Timing: A PowerPoint feature that determines how long a slide should remain visible during a slide show before automatically moving to the next slide.

Title: in Excel, the descriptive name that identifies the chart, or the chart's axes.

Title and Text Slide: Slide that contains a title with text underneath. Text is often formatted as a bulleted list.

Title Bar: The bar at the top of the screen that displays the name of the current window.

T - Continued

Title Master: A slide that serves as a model for the Title slide.

Title Slide: Slide that contains a presentation's title. Usually the first slide in a presentation.

To-Do-List: a list that displays all your tasks in Outlook.

Toolbar: The bar that contains buttons that can be clicked to perform different tasks.

Track Changes: Feature that keeps track of the changes you make to a document.

Tracking: A feature that shows all changes made to a presentation by a reviewer.

Changes by different people are indicated by different colors.

Transition: An effect that occurs between slides during a slide show.

Typeface: The overall design of a full set of characters. (also called font)

U

User Account – A collection of information that contains unique settings and preferences and tells windows which files and programs on a computer a specific user may access.

User Name: A word or phrase that identifies a persons account on the computer.

Union Query: Query that merges data from separate queries into one query.

Unmatched Query: Finds records without matching related data.

Utility Program: A program that performs a specific task within an operating system

V

Value: Data in a field. You might key 16 as the value for the age field.

Vertical Alignment: The top-to-bottom placement of the contents of a cell.

Vertical axis: The line on chart used for plotting values, also called the Y-axis.

Virus: An unwanted program running on a computer.

W

Wallpaper: The background picture on the computer desktop

Water mark: Text or a graphic that appears behind text in a document.

WAN: See *Wide Area Network*

Web Browser: An application that displays Web pages.

Web Page: One page on a Web site.

Web Page Preview: The view that shows how a document will appear in a Web browser.

Web Server: A computer on the Internet that stores Web pages.

White Space: The space between the margins and the end of the page.

Wide Area Network (WAN): A connected group of computers that are far away from each other.

Widow: A single line that appears at the top of a page in a document.

Window: An area on the computer screen where an application can be viewed and accessed.

Windows Explorer: A program that shows the entire file system on a computer.

Wizard: A series of dialog boxes that guides you through a task.

Word Count: The command that counts the number of words, characters, and paragraphs in a document or selection of text.

Word Processing Software: Computer software that allows the preparation of text documents.

Word wrap: A feature that automatically continues text to the next line within a paragraph when you enter new text.

Word Processor: A computer application that produces text documents.

WordArt: Text graphic that can be stretched, shadowed, and shaped.

Workbook: An Excel file that contains one or more worksheets.

Workbook window: The area of the Excel program window where the active worksheet is displayed.

Worksheet: A sheet of cells organized into rows and columns.

X

X-axis: the horizontal axis of a chart.

XML Paper Specification (XPS): a format development by Microsoft designed to preserve the visual appearance and layout of each page and enable fast viewing and printing.

Z

ZIP Desk: A small portable disk that can store up to 250 megabytes of information.

Zoom: To view a document at a larger or smaller size.

Zoom Slider: a feature on the status bar that can be dragged to change the zoom percentage of the Slide pane in the PowerPoint window.