

# glossary

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# Glossary A Word

**Active window** Window in which you are currently working that shows the title bar and taskbar button highlighted. (7)

**Antonym** Word that is opposite in meaning to another word. (4)

**Attribute** Setting, such as boldface or italics, that affects the appearance of text. (12)

**AutoComplete** Automatic Word feature that suggests the completed word when you key the first four or more letters of a day, month, or date. (4)

**AutoCorrect** Automatic Word feature that corrects commonly misspelled words as you key text. (4)

**AutoFormat** Word feature that automatically changes formatting as you key text or numbers. (3)

**AutoRecover** Word feature that automatically saves open documents in the background. The backup version of the document can be recovered in case the original is lost or damaged in a power failure or because of a system problem. (2)

**AutoText** Word feature you can use to insert text automatically. (4)

**Background pagination** Automatic process of updating page breaks and page numbers that occurs while you are creating or editing a document. (11)

**Bar tabs** Used to make tabbed columns look more like a table with gridlines. A bar tab inserts a vertical line at a fixed position, creating a border between columns. (6)

**Border** Line, box, or pattern placed around text, a graphic, or a page. (5)

**Building Blocks** AutoText entries, cover pages, headers, footers, page numbers, tables, text boxes, and watermarks that are stored in galleries to be inserted in documents. (4) (11)

**Bulleted list** List of items, each preceded by a bullet (•). Each item is a paragraph with a hanging indent. (5)

**Character style** Formatting applied to selected text within a paragraph; includes font, font size, and font style. (12)

**Click and type** Insert text or graphics in any blank area of a document. Position the insertion point anywhere in a document, click, and then type. Word automatically inserts paragraph marks before that point and also inserts tabs, depending on the location of the insertion point. (5)

**Clipboard** Temporary storage area in the computer's memory used to hold text or other information that is cut or copied. (7)

**Color set** Feature for applying color. It includes four colors for text and background, six accent colors, and two colors reserved for hyperlinks. (12)

**Contiguous text** Any group of characters, words, sentences, or paragraphs that follow one another. (2)

**Cut and paste** Method for moving text or other information by removing it from a document, storing it on the Clipboard, and then placing it in a new location. (7)

**Document theme** Feature that includes colors, fonts, and effects which affect the overall appearance of a document. (12)

**Drag and drop** Method for moving or copying text or other objects short distances by dragging them. (7)

**Drop cap** Large letter that appears below the text baseline, usually applied to the first letter in the word of a paragraph. (3)

**Em dash** Dash twice as wide as an en dash and used in sentences where you would normally insert two hyphens. (5)

**En dash** Dash slightly wider than a hyphen. (5)

**Facing pages** Document with a two-page spread. Right-hand pages are odd-numbered pages, and left-hand pages are even-numbered pages. (9)

**Field** Hidden code that tells Word to insert specific information, such as a date or page number. In a data source table, each item of information contained in a record. (4) (9)

**Filename** Unique name given to a document saved in Word. (1)

**Find** Command used to locate text and formatting in a document. (8)

**First-line indent** Indent for the first line of a paragraph. (5)

**First-line indent marker** Top triangle on the left side of the ruler. Drag the indent marker to indent or extend the first line of a paragraph. (5)

**Font** The design applied to an entire set of characters, including all letters of the alphabet, numerals, punctuation marks, and symbols. (3)

**Footer** Text that appears in the bottom margin of a page throughout a section or document. (11)

**Formatting mark** Symbol for a tab, paragraph, space, or another special character that appears on the screen, but not in the printed document. (2)

**Gallery** List of design options for modifying elements of a page. (11)

**Gutter margins** Extra space added to the inside or top margins to allow for binding. (9)

**Hanging indent** Indentation of the second and subsequent lines of a paragraph. (5)

**Hanging indent marker** Bottom triangle on the left side of the ruler. Drag the marker to indent the second and subsequent lines in a paragraph. (5)

- Hard page break** Page break inserted manually. Does not move, regardless of changes in the document. (10)
- Header** Text that appears in the top margin of a page throughout a section or document. (11)
- I-beam** Shape of the mouse pointer when it is positioned in the text area. (1)
- Indent** Increase the distance between the sides of a paragraph and the two side margins (left and right). (5)
- Indent marker** On Word's horizontal ruler, small box or triangle that you drag to control a paragraph's indents. (5)
- Insert mode** Mode of text entry that inserts text without overwriting existing text. (1)
- Insertion point** Vertical blinking bar on the Word screen that indicates where an action will begin. (1)
- Key Tips** Letters that appear over commands after you press the **[Alt]** key. Press the letter of the command you want to activate. The Key Tips may also be called *badges*. To turn off the Key Tips, press **[Alt]** again. (1)
- Landscape** Page orientation setting in which the page is wider than it is tall. (9)
- Leader characters** Patterns of dots or dashes that lead the reader's eye from one tabbed column to the next. (6)
- Left and right indent** Indent left and right sides of paragraph (often used for quotes beyond three lines). (5)
- Left indent** Indent paragraph from left margin. (5)
- Left indent marker** Small rectangle on the left side of the ruler. Drag the marker to indent all lines in a paragraph simultaneously. (5)
- Line break character** Character that starts a new line within the same paragraph. Insert by pressing **[Shift]+[Enter]**. (2)
- Line space** Amount of vertical space between lines of text in a paragraph. (5)
- Linked style** Paragraph formatting applied to selected text. (12)
- List style** Formatting instructions applied to a list, such as numbering or bullet characters, alignment, and fonts. (12)
- Margins** Spaces at the top, bottom, left, and right of the document between the edges of text and the edges of the paper. (9)
- Microsoft Office Button** Button that displays the File menu which lists the commands to create, open, save, and print a document. (1)
- Mirror margins** Inside and outside margins on facing pages that mirror one another. (9)
- Multilevel list** Numbering sequence used primarily for legal and technical documents. (5)
- Negative indent** Extends a paragraph into the left or right margin areas. (5)
- Nonbreaking space** Space between words, defined by a special character, that prevents Word from separating two words. Insert by pressing **[Ctrl]+[Shift]+[Spacebar]**. (2)
- Noncontiguous text** Text items (characters, words, sentences, or paragraphs) that do not follow one another, but each appears in a different part of a document. (2)
- Nonprinting character** Symbol for a tab, paragraph, space, or another special character that appears on the screen, but not in the printed document. (2)
- Normal style** Default paragraph style with the formatting specifications 11-point Calibri, English language, left-aligned, 1.15 line spacing, 10 points spacing after, and widow/orphan control. (12)
- Numbered list** List of items preceded by sequential numbers or letters. Each item is a paragraph with a hanging indent. (5)
- Ordinal number** Number indicating an order or position, for example, 1st, 2nd, or 3rd. (3)
- Organizer** Feature that lets you copy styles from one document or template to another or copy macros from one template to another. (13)
- Orientation** Setting to format a document with a tall, vertical format or a wide, horizontal format. (9)
- Orphan** First line of a paragraph that remains at the bottom of a page. (10)
- Overtyping mode** Mode of text entry that lets you key over existing text. (1)
- Pagination** Process of determining how and when text flows from the bottom of one page to the top of the next page in a document. (10)
- Pane** Section of a window that is formed when the window is split. A split window contains two panes. (7)
- Paragraph** Unique block of text or data that is always followed by a paragraph mark. (5)
- Paragraph alignment** Determines how the edges of a paragraph appear. (5)
- Paragraph mark** On-screen symbol (**¶**) that marks the end of a paragraph and stores all formatting for the paragraph. (1) (5)
- Paragraph space** Amount of space (measured in points) before and after a paragraph; replaces pressing **[Enter]** to add space between paragraphs. (5)
- Paragraph style** Formatting instructions applied to a paragraph; includes alignment, line and paragraph spacing, indents, tab settings, borders and shading, and character formatting. (12)
- Placeholder text** In a template (or a new document based on a template), text containing the correct formatting, which you replace with your own information. (13)
- Point** Measure of type size; 72 points equals 1 inch. (3)
- Portrait** Page orientation setting in which the page is taller than it is wide. (9)
- Positive indent** Indentation between the left and right margins. (5)
- Proofreaders' marks** Handwritten corrections to text, often using specialized symbols. (1) (Appendix A)

**Property** Any information, such as the filename, date created, or file size, that describes a document. (2)

**Quick Access Toolbar** Toolbar containing frequently used commands and which is easily customized. (1)

**Quick styles** Various formatting options for text and objects that display as thumbnails in a gallery.

**Replace** Command used to replace text and formatting automatically with specified alternatives. (8)

**Ribbon** Seven default tabs, each tab containing a group of related commands. (1)

**Right indent** Indent paragraph from right margin. (5)

**Right indent marker** Triangle on the right side of the ruler; drag the marker to indent the right side of a paragraph. (5)

**Ruler** Part of the Word window that shows placement of indents, margins, and tabs. (1)

**Sans serif** Font characteristic in which the font has no decorative lines, or serifs, projecting from its characters, such as Arial. (3)

**ScreenTip** Brief explanation or identification or an on-screen item such as a Ribbon command. (1)

**Scroll bar** Bar used with the mouse to move right or left and up or down within a document to view text not currently visible on screen. (1)

**Section** Portion of a document that has its own formatting. (9)

**Section breaks** Double-dotted lines that appear on screen to indicate the beginning and end of a section. (9)

**Selection** Area of a document that appears as a highlighted block of text. Selections can be formatted, moved, copied, deleted, or printed. (2)

**Serif** Font characteristic in which the font has decorative lines projecting from its characters, such as Times New Roman. (3)

**Shading** Applying shades of gray, a pattern, or color to the background of a paragraph. (5)

**Shortcut menu** Menu that opens and shows a list of commands relevant to a particular item that you right-click. (3)

**SmartQuotes** Quotation marks that curl in one direction (") to open a quote and curl in the opposite direction (") to close a quote. (5)

**Soft page break** Page break automatically inserted by Word and continually adjusted to reflect changes in the document. (10)

**Special characters** Characters such as the trademark symbol <sup>TM</sup> or those used in foreign languages. (5)

**Split bar** Horizontal line that divides a document into panes. (7)

**Split box** Small gray rectangle located just above the vertical scroll bar. You can drag it down to split a document into two panes. (7)

**Status bar** Bar located at the bottom of the Word window that displays information about the task you are performing, shows the position of the insertion point, and shows the current mode of operation. (1)

**Style** Set of formatting instructions that you apply to text. (12)

**Style set** List of style names and their formatting specifications. (12)

**Symbol** Special character, such as the copyright symbol ©. (5)

**Synonym** Word that is similar in meaning to another word. (4)

**Tab** Paragraph-formatting feature used to align text. (6)

**Tab character** Symbol on the horizontal ruler that indicates a custom tab setting. (6)

**Tab characters** Nonprinting characters used to indent text. (2)

**Tab marker** Symbol on the horizontal ruler that indicates a custom tab setting. (6)

**Tab stop** Position of a tab setting. (6)

**Table style** Formatting instructions applied to a table, such as borders, shading, alignment, and fonts. (12)

**Task pane** Pane to the right of the text area that provides access to a variety of functions. (4) (7) (12)

**Template** File that contains formatting information, styles, and text for a particular type of document. (13)

**Theme** Set of formatting instructions for the entire document. (12)

**Thesaurus** Tool you can use to look up synonyms for a selected word. (4)

**Title bar** Bar that displays the name of the current document at the top of the Word window. (1)

**Widow** Last line of a paragraph that remains at the top of a page. (10)

**Wildcard** Symbol that stands for missing or unknown text. (8)

**Wingding** Font that includes special characters, such as arrows. (5)

**3-D format** Style that applies a three-dimensional look to a shape. (10)

**Absolute reference** A cell address that does not change when copied in a formula. (5)

**Active cell** The cell that is ready for data outlined with a thick border. (1)

**Adjustment handle** Yellow diamond handle on a shape used to change the appearance and design of the shape. (10)

**Annuity** A series of equal payments made at regular intervals for a set period of time. (7)

**Argument** Values or cell ranges between parentheses in a function; they are what a function needs to complete its calculation. (6)

**Arithmetic mean** An average of values calculated by adding the values and then dividing the total by the number of values. (6)

**Arithmetic operators** Math symbols for calculations (+, -, /, and \*). (2)

**Assistant shape** Shape that represents a helper. (11)

**AutoCalculate** Feature that displays sums, averages, counts, maximums, or minimums in the status bar for selected cells. (2)

**AutoComplete** Feature that displays a suggested label after the first character is keyed in a cell in the column. (4)

**AutoCorrect** Excel feature that corrects common spelling errors as you type. (3)

**AutoFill** Feature that copies or extends data from a cell or range to adjacent cells.

**AutoFit** Sizes a column to fit its longest entry or sizes a row to the font. (2)

**Axis** Horizontal or vertical line that encloses chart data. (9)

**Axis title** Optional label for the axis. (9)

**Background** An image that displays on screen for the worksheet. (5)

**Bevel** 3-D effect for shapes that resembles the edge of a tabletop. (10)

**Border** Outline above, below, or around a cell or range of cells. (4)

**Bounding box** Imaginary rectangular box or outline for shapes. (10)

**Callout** Descriptive text enclosed in a shape with a pointer or arrow connector. (10)

**Cell** Intersection of a column and row in a worksheet with an address or reference, such as cell B5. (1)

**Cell address** Column letter and row number that identifies a location in the worksheet. (1)

**Cell alignment** Feature that describes and sets how the contents of a cell are positioned within the cell. (4)

**Cell reference** The cell address or location in the worksheet. (1)

**Character space** Average width of a character in a font. (2)

**Character string** Sequence of letters, numbers, or other symbols. (3)

**Chart** Visual display of worksheet data. (9)

**Chart area** Background of a chart. (9)

**Chart object** Chart that appears on the same sheet as the worksheet data. (9)

**Chart title** Optional title or name for the chart. (9)

**Color scale** Solid cell fill of varying shades based on values within a range. (4)

**Column** Vertical group of cells in a worksheet identified by alphabetic letter. (1)

**Combination chart** Chart with series that used different chart types. (9)

**Comment** A pop-up cell attachment with descriptive or explanatory text. (10)

**Cost** The original price of an item or asset. (7)

**Crop** Remove parts of an image from view. (11)

**CSV** Filename extension for comma-separated values format, a simple text file. (8)

**Data bar** Bar-shaped fill in a cell based on values within a range. (4)

**Data label** Optional title for each value in a chart. (9)

**Data marker** Object that displays individual values, such as a bar or column. (9)

**Data point** One value from the data series. (9)

**Data series** Collection of related values in the worksheet. (9)

**Depreciation** Decline in the financial value of a business asset. (7)

**Diagram** Object that illustrates an idea or concept. (11)

**Document Inspector** Feature that lists metadata and other personal information in a workbook file so that such data can be removed. (10)

**Document theme** Built-in set of fonts, colors, and effects used in a workbook. (2)

**Drag-and-drop pointer** Four-pointed arrow that appears when the pointer rests on the edge of a cell. It is used to copy or cut a cell or range by dragging. (4)

**Draw layer** Invisible, transparent working surface, separate from and on top of the worksheet, that holds drawing objects and images. (10)

**Electronic spreadsheet software** Computer software that produces reports with calculations, list management, or charts. (1)

**Embedded chart** Chart object; a chart that appears on the same sheet as the data. (9)

**Exploded pie chart** Pie chart in which one or more slice(s) is detached from the rest of the pie. (9)

**Exponentiation** Math operation that raises a number to a power. (2)

**Extension** Four characters preceded by a period, added to a filename. (2)

**Filename** Document name or identifier. (2)

**Fill** Background pattern or color for a cell or range of cells. (4)

**Fill handle** Small rectangle at the lower-right corner of a cell or range used for extending a series or copying data. (3)

**Financial function** Formula that performs a common business calculation involving money. (7)

**Folder** Storage location for work files on a disk. (1)

**Footer** Data that print at the bottom of each page in a worksheet. (3)

**Formula** Equation that performs a calculation on values in a worksheet. (2)

**Formula AutoComplete** Feature that displays a list of functions and range names that match the spelling of what is keyed. (6)

**Function** Built-in mathematical formula for common mathematical, statistical, financial, or other calculation. (2) (6)

**Function Arguments** Dialog box that displays help and entry areas for completing a function. (6)

**FV** Financial function argument that specifies the value of the cash at the end of the time period. (7)

**GIF file** Graphics Interchange Format, a format for images used on a Web site. (11)

**Gradient** Blend of colors used to fill charts and other objects. (9)

**Gridline** Horizontal or vertical line in the chart plot area to mark values. (9)

**Header** Data that print at the top of each page in a worksheet. (3)

**Header row** First row in a table with descriptive labels for each column. (3)

**HMTL** Hypertext Markup Language, a widely used format for Web pages. (5)

**Home** Cell A1

**Horizontal (category) axis** What is shown in a chart, created from row or column headings. (9)

**Hyperlink** A clickable text or object that, when clicked, displays another file, another program, or an Internet site/address. (8)

**Icon set** Set of three, four, or five icons displayed in a cell based on values within a range. (4)

**Integer** A whole number or a number with no decimal or fractional parts. (8)

**Interval** Number of steps between values or labels in a series. (3)

**KeyTip** Keyboard shortcut that appears on screen when **[Alt]** is pressed.

**Label** An entry in a cell that begins with a letter. (2)

**Landscape** Print orientation that prints a horizontal page that is wider than it is tall. (5)

**Leading zero** A zero shown as the first digit in a value. (4)

**Legend** Chart object that explains the colors, textures, or symbols used in the chart. (9)

**Life** Number of periods over which an asset is depreciated. (7)

**Line break** Location in a label where text is split to a second line, made by pressing **[Alt]+[Enter]**. (5)

**Live Preview** Feature that displays design changes before they are applied. (2)

**Logical function** Formula that determines whether or not something is true. (7)

**Mail-enabled** The ability to e-mail a file without closing the application. (8)

**Math hierarchy** Mathematical rules that determine which part of a formula is calculated first. (5)

**Metadata** Information that is included and saved with a document, such as the computer name, the user named, revision dates, etc. (10)

**Microsoft Office button** Button next to the Quick Access toolbar that opens the File menu. (1)

**Mixed reference** A cell address that adjusts either the row or the column when the formula is copied. (5)

**Name Box** Text box in the formula bar that shows the current cell address. (1)

**Nested function** A function inside another function. The second or third functions are used as arguments in the first function. (8)

**Nper** Financial function argument that specifies the total number of payments or time periods. (7)

**Numeric keypad** Set of number and symbol keys at the right of the keyboard. (4)

**Object** Separate, clickable element or part of a worksheet. (3)

**Office Clipboard** Temporary memory area that can hold up to 24 copied elements across Office products. (4)

**Order of operation/precedence** Mathematical rules that determine which part of a formula is calculated first. (5)

**Organization chart** Object that illustrates hierarchical relationships, usually among company workers. (11)

**Page break** Code shown as a solid or dashed line to signal where the printer will start a new page. (7)

**Page orientation** Print setting that determines landscape or portrait layout. (5)

**Period** The time for which depreciation is calculated. (7)

**Pick From Drop-Down List** Feature that displays a list of all labels already in a column. (4)

**Pixel** A single screen dot. (2)

**Plot area** Rectangular bounding area for the category and value axes. (9)

**Point** 1/72 of an inch, used to measure fonts. (2)

**Portrait** Print orientation that prints a page that is taller than it is wide. (5)

**Property** Setting or attribute that is stored with the workbook. (11)

**PV** Financial function argument that specifies the current cash value of the money transaction. (7)

**Quick Access toolbar** Customizable toolbar with buttons for frequently used commands. (1)

**Range** A group of cells that forms a rectangle. (2)

**Range address** Upper-left and lower-right cell addresses separated by a colon. (2)

**Rate** Financial function argument that specifies the interest rate for the time period. (7)

**Relative reference** A cell address that adjusts to the row or column where a copied formula is located. (5)

**Replacement string** Sequence of characters that is exchanged for existing data in the Replace command. (3).

**Ribbon** A set of command tabs with buttons, galleries, and controls. (1)

**Rotation handle** Green oval handle (circle) on a shape used to rotate the shape using the mouse. (10)

**Rounding** To make a value larger or smaller depending on a specified digit to the left or right of the decimal point. (8)

**Row** Horizontal group of cells identified by a number in a worksheet. (1)

**Salvage** The value of an asset after it has been depreciated. (7)

**Scale** Size an image by a percentage so that it is proportional. (11)

**Secondary axis** Separate set of values for a data series. (9)

**Selection handles** Small black rectangles, circles, or dots that surround and indicate a selected or active object. (9)

**Selection handles** Eight circles or rectangles surrounding the bounding box of shape. (10)

**Selection pointer** White cross-shaped pointer used to select cells. Solid black arrow to select rows/columns. (2)

**Serial number** Number system assigned to dates, counting from January 1, 1900, as 1.

**Series** List of labels, numbers, dates, or times that follows a pattern. (3)

**Shading** Background color or pattern for a cell or range of cells. (4)

**Shape** Common, recognized figure, form, or outline. (10)

**SmartArt** Graphic shapes that include lists, processes, hierarchies, cycles, matrices, and pyramids. (11)

**Stop** A color in a gradient that refers to its position on the gradient's color scale. (9)

**Style** Set of formatting specifications for labels and/or values. (7)

**Subordinate shape** Shape that represents an employee. (11)

**Subroutine macro** Command sequence that can be run from a workbook or from within another macro. (21)

**Super ScreenTip** A box on screen with the name and purpose of a button when you hover over a button or control. (1)

**Synonym** A word that means the same thing. (11)

**Syntax** Structure or necessary parts and the order of those parts for a function. It is an equal sign (=), the function name, and the arguments in parentheses. (6)

**Table** Data arrangement in rows with a single header row. A list of information with a row of headers followed by rows of data. (3)

**Template** Model or sample workbook that can include labels, values, formulas, themes, styles, alignment settings, and borders. It is saved with an .xltx extension. (5)

**Text box** Drawing object with no connector lines for displaying text. (10)

**Text pane** Dialog box attached to a SmartArt shape used for entering text in an outline style. (11)

**Texture** Grainy or non-smooth appearance used to fill charts and other objects. (9)

**Thesaurus** Reference book that lists words with the same meaning. (11)

**Tick mark** Line or marker on an axis to display values. (9)

**Type** Financial function argument that specifies whether the payment/deposit is made at the beginning or end of the period. (7)

**Value** An entry in a cell that begins with a number or an arithmetic symbol. (2)

**Vertical (value) axis** Horizontal or vertical range of values from the worksheet.

**Visualization** Format elements that display bars, colors, or icons with values for quick comparison. (4)

**Volatile** Function characteristic that causes it to depend on the system in which the workbook is opened. (6)

**Watermark** Text or image that appears behind printed data, similar to a background image. (11)

**Whole number** Value without a fraction or decimal. (5)

**Wildcard** Character that represents one or more letters or numbers. (3)

**Windows Clipboard** Temporary memory area that holds cut or copied data. (4)

**WordArt** Application that inserts shaped and colored text as an object. (10)

**Workbook** Excel file that holds worksheets with data. A workbook has an .xlsx filename extension. (1)

**Worksheet** Individual page or sheet in a workbook, shown by a tab at the bottom of the screen. (1)

**XLS** Filename extension for files saved in previous Excel versions. (8)

**XPS** XML Paper Specification file format for saving formatted files. (1)

**Zoom size** Setting that controls how much of the worksheet appears at once on the screen. (1)

# Glossary C PowerPoint

**3-D rotation** Effect that enables the picture to be displayed in a variety of dimensional treatments. (4)

**Activate** To select a placeholder by clicking it. An activated text placeholder can accept text that you key or it can be moved or resized. (1)

**Adjustment handle** Yellow diamond-shaped handle found on many shapes that is used to change a prominent feature of a shape. For example, you can change the size of an arrowhead relative to the body of the arrow, or you can change the tilt of a triangle. (4)

**Album layout** Used to change the layout of slides created with the Photo Album feature. (4)

**Animation effects** Special visual or sound effects used when objects are displayed on the screen or removed from view. (1)

**Assistant shape** Shape in an organization chart that is usually placed below a superior shape and above subordinate shapes. Usually, an assistant shape has no subordinates. (7)

**AutoCorrect** Feature that automatically corrects common spelling errors and typos as you key text. It can be turned on or off, and you can customize so it will find errors that you frequently make. (2)

**Autofit options** Contains options for fitting text into placeholders. (2)

**Axis** Line that borders one side of the chart plot area. A vertical (value) axis displays a range of numbers, and a horizontal (category) axis displays category names. (6)

**Bar chart** A chart that compares one data element with another data element using horizontal bars. (6)

**Bevel** Effect that makes a picture look dimensional with several different options available. (4)

**Bitmap pictures** Made up of tiny colored dots. The more you enlarge a bitmap, the more blurred it becomes. You can crop bitmaps and easily change the contrast and brightness. Other changes can be made only by using a paint-type graphics program. Examples of bitmaps are pictures created in a paint program, photographs and other images that come from a scanner, and images that come from a digital camera. (4)

**Blank presentation** One way to start a new presentation with no design elements displayed. (2)

**Body text** Text in the body of a slide or other document. On a PowerPoint slide, body text is usually placed in a body text placeholder and can be displayed as bulleted text. (1)

**Brightness** Adjusts the overall lightness of the colors in a picture. (4)

**Bullet** A small dot, square, or other symbol placed at the left of each item in a list or series of paragraphs. Bullets are often used in presentations and outlines. (1)

**Case text** Capitalization treatment: uppercase (all capital letters), lowercase (all small letters), sentence case (first letter only capitalized), title case (first letter of all words capitalized). (2)

**Cell bevel effect** A dimensional effect that can be applied to cells to give the appearance of a raised, rounded, or pressed in look. (5)

**Cell margin** Space between the text in a cell and its borders. (5)

**Cell pointer** Pointer in the shape of a white cross used to select cells in a Microsoft Excel worksheet or Microsoft Graph datasheet. (6)

**Cell** Rectangle formed by the intersection of a row and a column in a table or a worksheet. (5, 6)

**Chart** Diagram that displays numbers in pictorial format, such as slices of a pie shape, or rows of columns of varying height. Charts are sometimes called graphs. (6)

**Chart layouts** Control the position in which different chart elements appear on the chart. (6)

**Chart styles** Preset styles that can be applied to a chart to enhance the appearance through colors matching the document theme colors. (6)

**Clip art** Ready-to-use graphic images that you can insert in a presentation. (4)

**Clipboard** Temporary storage place for cut and copied items. Holds up to 24 items at a time. (3)

**Clipboard options** Allows the control of settings on the Clipboard task pane. (3)

**Collate** To print all the pages of a document before starting to print the first page of the next copy. When pages are not collated, all the copies of page 1 are printed first, then all the copies of page 2, etc. (1)

**Column chart** A chart that compares one data element with another data element using vertical bars. (6)

**Columns** Individual cells aligned vertically down the table or worksheet. (5)

**Command buttons** Buttons designed to perform a function or display a gallery of options. (1)

**Connection sites** Red squares that appear on a shape, clip art, or text box object when the connector tool is active or when a connector is selected. Connection sites indicate places where a connector can be attached to an object. (4)

**Connector line** Straight, curved, or angled line with special endpoints that can lock onto connection sites on a shape or other PowerPoint object. (4)

**Constrain** Used to draw objects in precise increments or proportions. For example, a line will be straight or angled in precise amounts, a rectangle will be square, and an oval will be round. When resizing an object, the correct size ratio is maintained. (2, 4)



**Contiguous slides** Slides that follow one after another. For example, slides numbered 2, 3, and 4 are contiguous. See “Noncontiguous slides.” (3)

**Continuous picture list** Diagram that contains placeholders for pictures and a horizontal arrow to communicate that the items shown represent interconnected information. (7)

**Contrast** Adjusts the intensity of the colors in a picture by adjusting the difference between the lightest and darkest areas. (4)

**Copy** To copy a selected object or text from a presentation and store it on the clipboard without removing the selection from its original place. (3)

**Coworker shape** Shape in an organization chart that is connected to the same superior shape as another shape. (7)

**Crop** To trim the vertical or horizontal edges of a picture. (4)

**Cropping handles** Short black markers on the sides and corners of a picture selected for cropping. When you drag one of these handles with the cropping tool, an edge of the picture is cut away (trimmed). (4)

**Crosshair pointer** The shape of your pointer when drawing objects. (4)

**Cut** To remove a selected object or text from a presentation and store it on the clipboard. (3)

**Cycle diagram** Diagram used to illustrate a process that is continuous. (7)

**Data series** Group of data that relates to a common object or category such as product, geographic area, or year. A single chart may display more than one data series. (6)

**Datasheet** Table that is part of Microsoft Graph and in which you enter numbers and labels that are used to create a chart if you do not have Microsoft Excel installed on your computer. When you start a new chart, the datasheet appears automatically, containing sample data that you can delete or overwrite. (6)

**Demote** To move selected text to the next-lower outline or heading level by increasing the indent level. (2)

**Design template** Available online and used to add a uniform color theme and design background to each slide in a presentation. (2)

**Design theme** Predesigned background graphics, theme colors, theme fonts, theme effects, and other formatting options that can be applied to presentations for a consistent presentation appearance. These can be customized for a particular topic or unique design. (3)

**Destination** When working with clipboard objects, the presentation or other document in which the objects are pasted. (3)

**Diagram** A visual representation of information. (7)

**Distribute Columns** Adjusts columns to be the same width. (5)

**Distribute Rows** Adjusts rows to be the same height. (5)

**Drag** Selecting an object then holding down the left mouse button while moving the pointer to position the object in a different location. (1)

**Duplicate** To make a second copy of a selected object on the same slide. (4)

**Eraser** Used to delete table cell borders. (5)

**Explode** To move a pie slice away from other slices in a pie chart to add emphasis. (6)

**Filename** Unique name given to a PowerPoint presentation file, a Word document file, or files created by other applications. (1)

**Find** Locates specified text in a presentation. (3)

**First-line indent** Indent where the first line of the paragraph is indented farther to the right than the other lines in the paragraph. (2)

**Fit to Window** Changes from the current zoom settings so the slide will fit in the window that is open. (1)

**Font** A set of characters A–Z, in uppercase and lowercase, and related symbols in a specific design. (2)

**Font face** Names of a set of characters with a specific design such as Times New Roman or Arial. (2)

**Font size** Describes the size of a font and is measured in points. (2)

**Footer** Text that appears at the bottom of each slide, notes page, or handouts page. (3)

**Format Painter** Used to copy formatting from one object to another. (3)

**Four-pointed arrow** Used to move placeholders and other objects without resizing them. Can also select text in a bulleted list by clicking the bullet. (2)

**Gallery** A collection of thumbnails displaying different effect options you can choose. (1)

**Gear diagram** Diagram that illustrates interlocking ideas. (7)

**Glow** Effect that adds a soft color around the object edges that makes the object stand out from the background. (4)

**Graph** See “Chart.” (6)

**Grayscale** Displays slides in shades of gray for printing on a black-and-white printer. (1)

**Grid** A set of intersecting lines used to align objects that you can show or hide. (4)

**Gridlines** The background lines on a chart that aid interpretation of data quantities. (6)

**Group** To combine selected objects so that they behave as one object. (4)

**Groups** Command buttons are broken into logical groups by type of task. (1)

**Guides** Horizontal and vertical lines used to align objects. Guides do not display in Slide Show view or when printed. (4)

**Handout** Printout that contains one, two, three, four, six, or nine PowerPoint slides on a page. (1)

**Hanging indent** Indent where the first line extends farther to the left than the rest of the paragraph. Also can be used to describe a format of displaying an organization chart where each shape is displayed hanging under their superior and coworker shapes. (2, 7)

**Header** Text that appears at the top of each slide, notes page, or handouts page. (3)

**Help** A reference tool for getting assistance with PowerPoint. (1)

**Hierarchy diagram** Diagram that illustrates reporting relationships or lines of authority between employees in a company. (7)

**I-beam** Pointer that has the shape of an uppercase “I.” The I-beam pointer is used to select text or mark the location where you can insert text. (1)

**Indent markers** Two small triangles and one small rectangle that appear on the ruler to control the indents. (2)

**Insertion point** Vertical flashing bar indicating the position where text that you key will be inserted. Clicking an I-beam pointer is one way to place an insertion point. (1)

**Keyword** Word or words that describe the subject matter of your clip art search. (4)

**Landscape** A horizontal orientation for slides or printed pages; the opposite of Portrait. (1)

**Legend** Box showing the colors and formatting assigned to the data series or categories in a chart. (6)

**Level** In organization charts, the position in the hierarchy of the organization being diagrammed. (7)

**Line spacing** The spacing between lines of text within and between paragraphs. (2)

**Line weight** Thickness of a line measured in points. (4)

**List diagram** Diagram that provides an alternative to listing text in bulleted lists. (7)

**Live Preview** A feature that allows you to see exactly what your changes will look like before selecting an effect. (1)

**Lock drawing mode** Locks the drawing mode of the shape that is selected to avoid having to activate the shape to draw several of the same shapes. (4)

**Matrix diagram** Diagram that allows placement of concepts along two axes or in related quadrants. (7)

**Merge cells** To combine two or more table cells into one larger cell. (5)

**Microsoft Office Button** Button that provides access to opening, saving, printing, and sharing your PowerPoint file with others. (1)

**Noncontiguous slides** Slides that do not follow one after another. For example, slides numbered 1, 4, 5, and 7 are noncontiguous. See “Contiguous slides.” (3)

**Normal indent** Indent where all lines are indented the same amount from the left margin. (2)

**Normal view** This view provides one place for viewing the different parts of your presentation and displays the Slides and Outline pane, Slide pane, and Notes pane. (1)

**Notes pane** Area where you can add presentation notes for either the presenter or the audience. The Notes pane is located below the Slide pane. (1)

**Nudge** To move an object in very small increments by using the arrow keys. (2, 4)

**Organization chart** Diagram used to show the relationships and reporting structure of the people in an organization in a hierarchical format. (7)

**Paste** To insert an item stored on the clipboard at the current location. (3)

**Paste options** A button appears near a pasted item when the source formatting is different from the formatting of the destination presentation. (3)

**Pencil pointer** Used to draw and recolor table borders and cells. (5)

**Photo album** Creates a presentation consisting mostly of pictures that can be formatted to create electronic scrapbooks or photo albums. (4)

**Picture border** The line that surrounds pictures. (4)

**Picture effects** Many customizable special effects are available to apply to pictures such as shadows, glow, bevel effects, and soft edges. (4)

**Picture shape** Used to change the shape of a picture to any of the shapes in the Shapes gallery. (4)

**Picture style** A selection of preset treatments that can be applied to pictures to enhance the appearance of pictures. (4)

**Pie chart** A chart that shows the proportions of individual components compared to the whole. (6)

**Placeholder** Box that can contain title text, body text, pictures, or other objects. Most slide layouts contain placeholders. A placeholder’s formatting, size, and position is set on a master slide and can be customized. (1)

**Plot area** The area of a chart that displays the shapes such as bars or pie slices that represent the data. (6)

**Points** The measurement unit of font size; one inch has 72 points. (2)

**Portrait** A vertical orientation for slides or printed pages where the slide or page is taller than it is wide; the opposite of landscape. (1)

**Print preview** Feature that enables you to see what your printed pages will look like before you actually print them. You can view preview pages in black and white, grayscale, or color. (1)

**Process diagram** Reflects concepts or events that occur sequentially. (7)

**Promote** To move selected text to the next-higher outline or heading level by decreasing the indent. (2)

**Proofreaders’ marks** Special notation used to mark up a printed draft with changes to be made before final printing. Some proofreaders’ marks might be confusing if you are unfamiliar with them. For example, a handwritten “=” indicates that a hyphen is to be inserted. (1)

**Proportions** Relationship between the height and width of an object. When an object is resized, its

portions will be preserved if both the height and width of the object change at the same rate or percentage. An object that is out of proportion is either too tall and skinny, or too short and wide. (4)

**Pure Black and White** Print option that converts all colors to either black or white, eliminating shades of gray. (1)

**Pyramid diagram** Diagram that illustrates relationships based on a foundation. (7)

**Quick Access toolbar** Toolbar that is located at the top of the PowerPoint window by default and provides access to commands that are used frequently. (1)

**Quick Styles** A gallery of preset effects used to change the appearance of shapes. (7)

**Radial diagram** Diagram that illustrates relationships focused on or directed from a central element. (7)

**Recolor** Used to change to different color modes or change to light and dark variations of the presentation's theme colors. (4)

**Redo** Reverses a previous action such as an editing change up to 20 actions if the save feature has not been used. (3)

**Reflection** An effect that gives the illusion that the object is reflecting off water by displaying a lighter transparent copy of the object. (4)

**Regroup** Recombine objects that were at one time part of the same group. (4)

**Relationship diagram** Diagram that shows interconnected, hierarchical, proportional, or overlapping relationships. Some of these diagrams also appear in other categories. (7)

**Replace** Locates specified text in a presentation and replaces it with different text that you specify. (3)

**Research** Searches reference materials such as dictionaries, encyclopedias, and translation services to find information you need. (3)

**Reset picture** Used to return a picture to its original state after its colors have been changed. (4)

**Ribbon** Consists of task-oriented tabs that each contain commands organized in logical groups. (1)

**Rotate** To change the positioning of an object determined in degree increments or freely turn it using the rotation handle. (2)

**Rotation handle** Green handle that appears above a selected object. You change the rotation of an object by dragging the rotation handle. (4)

**Rows** Individual cells arranged across the table or worksheet horizontally. (5)

**Scale** Specifies the range of values on a chart's value axis and the interval between values. (6)

**ScreenTip** Box that identifies the name of an on-screen object when you point to the object. (1)

**Scroll bars** Used in several areas of the application window to move what you see right or left, and up or down. You can also use the vertical scroll bar to move from slide to slide. (1)

**Selection rectangle** The shape that you draw by dragging the pointer to select objects on a slide. All objects contained inside the shape are selected. (4)

**Shadow** An effect that gives the illusion that there is light shining on an object producing a shadow. (4)

**Shape** One of a group of predefined shapes that are easy to draw. Available shapes include rectangles, circles, arrows, flowchart symbols, stars, banners, callouts, lines, and connectors. (4)

**Sizing handles** Small circles and squares around placeholders used to resize them. (2)

**Slide layouts** Contain placeholders for slide content such as titles, bulleted lists, charts, and shapes. (2)

**Slide pane** Area where you create, edit, and display presentation slides. (1)

**Slide show** The view that displays slides sequentially in full-screen size. Slides can advance manually or automatically with slide timings using a variety of transition effects. Slide shows can display movies and animated elements. (1)

**Slide Sorter view** Displays several thumbnails of slides making it easy to reorder, add, delete, or duplicate slides and set transition effects. (1, 3)

**Slide thumbnail** Miniature version of a graphic image. In PowerPoint, a miniature version of a slide is often referred to as a "thumbnail." (1)

**Slide transition** Visual effect that you can apply to enhance the way the screen changes during a slide show as you move from one slide to another. For example, the current slide could fade to a black screen before the next slide appears. (3)

**Slides and Outline pane** Area that can display either an outline of the presentation's text or thumbnails of the presentation's slides. You choose either Outline or Slides by clicking the appropriate tab. (1)

**SmartArt graphic** Categorized in seven major types of diagrams that produce a professional-looking visual representation of information. (7)

**Snap to grid** Feature that causes objects to align on the grid that may or may not be visible when working on a slide. (4)

**Soft edges** Effect that changes a picture's normal hard edges to a soft, feathered appearance that gradually fades into the background color. (4)

**Source formatting** The formatting of text and other elements that appear in the document from which the objects were cut or copied. (3)

**Source** When working with clipboard objects, the presentation or other document from which the objects were cut or copied. (3)

**Spell checker** Feature that corrects spelling by comparing words to an internal dictionary file. (3)

**Split cells** To divide a table cell into two smaller cells. (5)

**Standard** A format of displaying an organization chart where each shape is displayed in a hierarchy format. (7)

**Status bar** Displays information about the presentation you're working on. It is located at the bottom of the PowerPoint window. (1)

**Stock photography** Microsoft's online collection of photo images that can be searched by keyword. (4)

**Subordinate shape** Shape in an organization chart that is connected to a superior shape reflecting a higher level. (7)

**Table** Organized arrangement of information in rows and columns. (5)

**Table borders** The lines forming the edges of cells, columns, rows, and the outside border of the table. (5)

**Table style** Combination of formatting options, including color combinations based on theme colors. (5)

**Tabs** Designed to be task oriented and contain groups of commands. Also, tabs can be used to align and indent text on a slide. Tab stops appear on the horizontal ruler. (1, 5)

**Task pane** Area that appears at appropriate times on the right side of the PowerPoint window, displaying a list of commands that are relevant to certain tasks on which you are currently working. (3)

**Text box** A free-form text object used to add text to slides. (2)

**Text fill** Fill of WordArt and other text that can be a solid color, gradient fill, or other fill. (4)

**Text outline** Outline of WordArt and other text that can be modified in color and thickness. (4)

**Theme colors** Preset groups of colors for text, background, accent, and hyperlink colors. (2)

**Theme effects** Selection of built-in effects that are applied to a presentation. (3)

**Theme fonts** Selection of fonts that can be applied to a presentation. (3)

**Tick marks** Small measurement marks, similar to the marks on a ruler; that cross a chart value or category axis. (6)

**Title text** Text that usually appears at the top of a PowerPoint slide. Title text is usually placed in a title text placeholder. (1)

**Toggle button** Switches between on and off when clicked. (2)

**Transform** Effect that changes your text into different shapes. (4)

**Transition effects** Visual or sound effects used when changing between slides. (1)

**Transition, Slide** See "Slide transition." (3)

**TrueType font** Font faces that are available universally on computers. (2)

**Undo** Reverses the last action such as an editing change. PowerPoint can undo up to 20 actions if the Save feature has not been used. (3)

**Ungroup** To separate a group of objects. When an object is ungrouped, each of its parts behaves as an individual object. (4)

**Vector drawing** Picture made up of an arrangement of line segments and shapes that can be scaled to any size or aspect ratio without blurring. Vector drawings can be modified in PowerPoint by recoloring and by adding, removing, and rearranging individual elements. A shape is an example of a simple vector drawing. (4)

**View buttons** Three buttons located on the lower-right corner of the PowerPoint window. You use these buttons to switch between Normal view (the default), Slide Sorter view, and Slide Show view. (1)

**Word wrap** Text wraps to the next line when you reach the end of a placeholder or text box. (2)

**WordArt** Text objects you create with special shading, shapes, and 3-D effects. (4)

**Worksheet** Area in Microsoft Excel in which you enter numbers and labels that are used to create a chart. When you create a new chart, the worksheet in Microsoft Excel appears automatically, containing sample data that you can delete or overwrite. (6)

**XML Paper Specification (XPS)** Preserves document formatting for viewing online or printing as originally designed. (14)

**Zoom** Used in several areas of the application window to change the size at which you view that area. (1)

**aggregate function** Dynamic mathematical calculation that displays a single value for a specific field. (2)

**argument** A reference in a function assigned as a single variable. (6)

**arithmetic operator** A word or symbol that calculates a value from two or more numbers. (6)

**AutoCorrect** An application feature that automatically corrects commonly misspelled words. (2)

**bound control** A control whose source of data is a field in a table or query. (7)

**calculated control** A control whose source of data is an expression, rather than a field. (7)

**calculated field** A field that uses an expression or formula as its data source. (6)

**command group** A collection of logically organized commands. (1)

**comparison operator** A symbol or combination of symbols that specifies a comparison between two values. (6)

**concatenation operator** A symbol, word, group of symbols, or group of words used to combine two text values into a single text value. (6)

**control** A database object that displays data, performs actions, and lets you view and work with information that enhances the user interface, such as labels and images. (7)

**control margin** The specified location of information inside a control. (7)

**control padding** The space between the gridline of the form and the control. (7)

**criterion** A rule or test placed upon a field. (2)

**database** A logically organized collection of data. (1)

**Database Documenter** An Access tool used to display the indexes, properties, relationships, parameters, and permissions of major database objects. (3)

**database template** A ready-to-use database containing all the tables, queries, forms, and reports needed to perform a specific task. (4)

**Datasheet View** A screen view used to display data in rows and columns, similar to a spreadsheet. (1)

**Design View** A screen view used to modify the structure of a major object. (1)

**dynaset** A dynamic recordset that automatically reflects changes to its underlying data source. (6)

**Edit Mode** The mode in which changes to the content of a field can be made and the insertion point is visible. (1)

**Expression Builder** An interface used to create a function, calculation, or expression. (6)

**field** The smallest storage element that contains an individual data element within a record. (1)

**filter** A database feature that limits the number of records displayed. (3)

**foreign key** A field that links to a primary key field in the related table. (5)

**function** A procedure used in an expression. (6)

**Join Line** A symbol representing a connection between related fields from two tables. (5)

**logical operator** A symbol, word, group of symbols, or group of words used to construct an expression with multiple conditions. (6)

**lookup field** A field property that displays input choices from another table and allows these choices to be selected from a list. (5)

**Navigation Mode** The mode in which an entire field is selected and the insertion point is not visible. (1)

**normalization** The process of restructuring a relational database for the purposes of organizing data efficiently, eliminating field redundancy, and improving data consistency. (5)

**object dependency** A condition in which an object requires the existence of another object. (5)

**operator** A word or symbol that indicates a specific arithmetic or logical relationship between the elements of an expression. (6)

**PivotChart** An interactive graphical representation of data displayed in a PivotTable. (6)

**PivotTable** An interactive table that combines and compares data in a summarized view (6)

**primary key** A field or set of fields in a table that provides a unique identifier for every record. (3)

**Print Preview** A method for displaying on the screen how an object will appear if printed on paper. (2)

**record** A complete set of related data about one entity or activity. (1)

**record navigation button** An icon that moves the pointer within a recordset to the next, previous, first, or last record. (1)

**referential integrity** A set of database rules for checking, validating, and keeping track of data entry changes in related tables. (5)

**Relationship Report** A link or connection between two tables sharing a common field. (5)

**Relationship Report** A graphical report showing related tables. Each Relationship Report you create can be saved. (5)

**ScreenTip** The name of or information regarding a specific object. (1)

**special operator** A symbol, word, group of symbols, or group of words used to express a relationship between two values. (6)

**subdatasheet** A datasheet linked within another datasheet. (5)

**table** A major database object that stores all data in a subject-based list of rows and columns. (1)

**unbound control** A control without a source of data. (7)

**Validation Rule** A condition specifying criteria for entering data into an individual field. (4)

**Validation Text** An error message that appears when a value prohibited by the validation rule is entered. (4)

**wildcard** A character or group of characters used to represent one or more alphabetical or numerical characters. (3)

**XPS** An XML Paper Specification (XPS) file format that preserves document formatting and enables file sharing of printable documents. (1)