Glossary

absolute reference A cell reference, such as =B3, that doesn't change when you copy a formula containing the reference to another cell.

Access Database Executable (ACCDE) file An Access database file that has been compiled and compacted for distribution. The ACCDE file format allows users to view forms and reports, update information, and run queries, but prevents them from changing database objects.

Access Deployment (ACCDC) file An Access database file that has been compressed and digitally signed for distribution.

action button In PowerPoint, a predefined button that you can insert into a presentation and use to define hyperlinks.

action query A type of query that performs an action on matched records, such as updating fields or deleting the records. See also *select query*.

add-in A supplemental program that can be used to extend program functions.

address book A storage folder within your mailbox, containing contact records and contact groups.

adjustment handle A diamond-shaped handle used to adjust the appearance but not the size of most AutoShapes. For example, you can adjust a rounded rectangle to be more or less rounded.

aggregate function A function that performs a calculation, such as SUM or AVG (average), on multiple values and returns a single summary value.

append query A query that adds, or appends, records from one or more tables to the end of one or more tables.

application parts Predefined database objects that you can add to an existing database. Access comes with 10 types of forms and several Quick Start parts.

appointment A block of time you schedule on your calendar that has a defined start time and end time, and to which you do not invite other attendees.

appointment window In Outlook, the program window displaying the form in which you enter information about an appointment.

arguments In Excel, the specific data a function requires to calculate a value.

arithmetic operator An operator that is used with numerals: + (addition), - (subtraction), * (multiplication), or / (division).

arrangement A predefined combination of grouped and sorted messages in table view.

aspect ratio The ratio of the width of an image to its height.

attribute Individual items of character formatting, such as size or color, which determine how text looks.

auditing The process of examining a worksheet for errors.

AutoComplete The Excel functionality that completes data entry for a cell based on similar values in other cells in the same column.

AutoCorrect A feature that automatically detects and corrects misspelled words, grammatical errors, and incorrect capitalization. You can add custom AutoCorrect entries.

AutoFill The Excel functionality that extends a series of values based on the contents of a single cell. See also *Fill Series*.

AutoRepublish An Excel technology that maintains a link between a Web document and the worksheet on which the Web document is based, and updates the Web document whenever the original worksheet is saved.

back-end database The portion of a split database that contains the tables that store all the data. See also *front-end database* and *split database*.

background The design, such as color, texture, or picture, that appears behind your text or other publication objects.

Backstage view A new view in Office 2010 programs, accessed by clicking the File tab, that gathers program management and file management tasks into a single location.

balloon In the Print Layout view or Web Layout view of Word, a box that shows comments and tracked changes in the margins of a document, making it easy to see and respond to them.

binary file A file that contains encoded information that is interpreted by a computer according to the application that created it. In general, a binary file can be edited only by the application in which it was created. A binary file is not encrypted and is therefore not secure.

bleed The extent to which an element extends beyond the edge of the printed page.

bleed marks Horizontal and vertical lines indicating the bleed on a printed page. See also *bleed* and *crop marks*.

blog A frequently updated online journal or column. Blogs are often used to publish personal or company information in an informal way. Short for *weblog*.

bound Linked, as when a text box control is linked to a specific field in a table. See also *unbound*.

browser A program with which users view Web documents.

building block Frequently used text saved in a gallery, from which it can be inserted quickly into a document.

bulk mail A large amount of mail (at least 500 pieces), which the post office discounts to a bulk rate from the regular cost of postage.

Cached Exchange Mode A feature that lets an Outlook user who has an Exchange e-mail account work offline, either by choice or due to a connection problem. A copy of the user's mailbox is stored on his or her computer and is frequently updated from the mail server. Any changes that are made while a connection to the server is not available are synchronized automatically when a connection becomes available.

calendar item window In Outlook, the program window displaying the form in which you enter information about appointments, meetings, and events.

Calendar pane In Outlook, the center pane that displays content in the Calendar module.

cell A box formed by the intersection of a row and column in a worksheet or a table, in which you enter information.

cell address See *cell reference*.

cell range A group of cells.

cell reference In an Excel worksheet, the letter and number combination, such as C16, that identifies the location of a cell by the column letter and row number.

character formatting Formatting such as font, size, style, effect, color, or spacing that you can apply to selected text characters to vary the appearance.

character spacing The distance between characters in a line of text. Character spacing can be adjusted by pushing characters apart (expanding) or squeezing them together (condensing), or by using tracking, kerning, and scaling.

character style A combination of any of the character formatting options identified by a style name.

chevrons The « or » characters that surround data fields in a publication.

Click and Type A feature that allows you to double-click a blank area of a Word document to position the cursor in that location, with the appropriate paragraph alignment already in place.

client rule Or *client-side rule*. A rule that Outlook applies to messages after they arrive on your computer. See also *server rule*.

clip art License-free graphics that often take the form of cartoons, sketches, or symbolic images, but can also include photographs, audio and video clips, and more sophisticated artwork.

Clipboard A storage area shared by all Office programs, on which cut or copied items are stored.

CMYK A method of creating colors by using combinations of cyan, magenta, yellow, and black. See also *process colors*.

color gradient A visual effect in which a color gradually changes from light to dark, from dark to light, or from one color to another.

color scheme In PowerPoint, a set of 12 balanced colors that you can apply to slides, notes pages, or audience handouts. In Publisher, the set of default colors specified for a template or publication.

column header In an Excel worksheet, a shaded rectangular area at the top of each column that displays a letter. You can click a column header to select an entire column. See also *row header*.

combo box A control that combines a text box with a list box. This allows the user to type an entry or choose one from a list.

comma-delimited text file A text file in which each field is separated from the next by a comma.

command button Any button with which users initiate an immediate action. You can add command button controls to forms and reports.

comment An annotation that is associated with text or an object to provide context-specific information or reviewer feedback.

comparison operator An operator that compares two expressions, expressed as > (greater than), < (less than), = (equal to), >= (greater than or equal to), <= (less than or equal to), <> (not equal to), or like (pattern matching).

compress To shrink the file size of an image, document, or other file.

conditional format A format that is applied only when cell contents meet certain criteria.

conditional formula A formula that calculates a value by using one of two different expressions, depending on whether a third expression is true or false.

connection point The end point of a line that connects two shapes. Moving a connected shape also moves the line, maintaining the relationship between the connected shapes.

connector A link between two connection points.

constant A value that is not calculated and, therefore, does not change. For example, the number *210* and the text *Quarterly Earnings* are constants. An expression, or a value resulting from an expression, is not a constant.

contact A person inside or outside of a user's organization, about whom the user can save several types of information, such as street and e-mail addresses, telephone and fax numbers, and Web page URLs.

contact card An interactive informational box that appears when you point to the presence icon of a message sender or recipient. The contact card contains contact information as well as options for contacting the person by e-mail, instant message, or telephone; for scheduling a meeting; and for working with the person's contact record. The expanded contact card also contains information about the person's position within the organization and distribution list memberships.

contact record A body of information you collect about a contact and store as an Outlook item.

contact record window In Outlook, the program window displaying the form in which you enter information about a contact to create a contact record.

Contacts module In Outlook, the framework providing the functionality to display and manage address books.

Contacts pane In Outlook, the center pane that displays content in the Contacts module.

content pane The pane of a program window in which the active content appears.

content placeholder See *placeholder*.

contextual tab A tab containing commands that are relevant only when you have selected a particular object type. See also *tab*.

control A graphical user interface object, such as a text box, combo box, or command button, that displays data or choices, performs an action, or makes a database object easier to use.

control property A setting in the control's Property Sheet that determines the control's appearance, what kind of data it can display, and its behavior.

control source The element, such as a field, table, or query, to which a control is bound. See also *record source*.

conversations In Outlook, a means of organizing and viewing e-mail messages that have the same subject line.

coordinates The location of the cursor or of the upper-left corner of an element, expressed as the distance from the upper-left corner of the page.

copyright A form of protection for artistic or literary works.

credentials See *logon credentials*.

crop To hide or cut away the vertical or horizontal edges of a graphic that you don't want to show.

crop marks Horizontal and vertical lines indicating the four corners of a publication page, when printing a publication on a sheet of paper that is larger than the desired output.

crosstab query A type of query that displays data for summarized values from a field or table and then groups them by two sets of facts: one down the left side, and the other across the top of the datasheet.

cursor An on-screen representation of the point at which text or graphics will be inserted.

custom slide show A subset of slides extracted from a presentation.

data bar A horizontal line within a cell that indicates the relative magnitude of the cell's value.

data consolidation Summarizing data from a set of similar cell ranges.

data field A category of information that corresponds to a field (usually a column) in a data source.

data marker A customizable symbol or shape that identifies a data point on a chart. A data marker can be formatted with various sizes and colors.

data point An individual value plotted in a chart and represented together with other data points by bars, columns, lines, pie or doughnut slices, dots, and various other shapes referred to as *data markers*. Data markers of the same color constitute a data series.

data series Related data points that are plotted in a chart. One or more data series in a chart can be plotted. A pie chart has just one data series.

data source A file containing variable information, such as names and addresses, that is merged with a main document containing static information.

database application A database that is made easier to use by the inclusion of queries, forms, reports, custom categories and groups, and various other tools.

database object One of the components of an Access database, such as a table, query, form, report, macro, or module.

database program An application for creating databases, ranging from simple databases that can store one table per file (referred to as *flat databases*) to more complex databases that can store information in multiple related tables (referred to as *relational databases*).

database security Measures adopted to protect data from accidental or intentional corruption and make it difficult for unauthorized people to gain access to private information; for example, passwords, encryption, and ACCDE files.

Datasheet view The view in which you can see and modify information in a table or query. Along with Design view, this is one of the two most common views for tables. See also *Design view* and *view*.

Date Navigator In Outlook, the small calendar displayed in the Navigation Pane or To-Do Bar that provides a quick and easy way of displaying specific dates or ranges of dates in the Calendar pane.

delete query A query that deletes records that match a specified pattern from one or more tables.

delimited text file See *separated text file*.

delimiter A character, such as a comma (,), semi-colon (;), or backslash (\), that is used to separate records and fields in a delimited text file.

demoting In an outline, changing a heading to body text or to a lower heading level; for example, changing from Heading 5 to Heading 6. See also *promoting*.

dependent A cell with a formula that uses the value from a particular cell. See also *precedent*.

deselect To click away from selected data or controls to release a selection.

design grid In Design view of an Access database table, the grid in which you can manually work with advanced filters and queries.

design template A file that contains masters that control the styles used in a presentation, including placeholder sizes and positions; background design, graphics, and color schemes; fonts; and the type and size of bullets.

Design view The view in which you can see and modify the structure of a table, query, form, or report.

desktop alert A notification that appears on your desktop when a new e-mail message, meeting request, or task request appears in your Inbox.

desktop publishing The use of a specialized computer program to create professional quality documents that combine text and other visual elements in non-linear arrangements.

destination file The file that a linked or embedded object located in a source file is inserted into. When you change information in a destination file, the information is not updated in the source file.

dialog box launcher On the ribbon, a button in the lower-right corner of some groups that opens a dialog box or task pane containing settings related to the group.

digital signature Data that binds a sender's identity to the information being sent. A digital signature may be bundled with any message, file, or other digitally encoded information, or transmitted separately. Digital signatures are used in public key environments and provide authentication and integrity services.

direct mail A service provided by some copy and print shops, in which they merge your publication and data source while printing, sort the printed pieces, and then deliver them to the post office, ready for bulk mailing.

distribution list A group of recipients addressed as a single recipient. Administrators can create distribution lists that are available in the Global Address List. Users can create distribution lists (known as contact groups) and add them to their personal address books.

document workspace A SharePoint site that is used for planning, posting, and working together on a document or a set of related documents.

domain On the Internet and other networks, the highest subdivision of a domain name in a network address, which identifies the type of entity owning the address (for example, .com for commercial users or .edu for educational institutions) or the geographical location of the address (for example, .fr for France or .sg for Singapore).

draft A temporary copy of a message that has not yet been sent, located in the Drafts folder.

drag-and-drop editing See *dragging*.

dragging A way of moving an object by pointing to it, holding down the mouse button, moving the mouse pointer to the desired location, and then releasing the mouse button.

drawing object Any graphic you draw or insert, which can be changed and enhanced. Drawing objects include AutoShapes, curves, lines, and WordArt.

drop cap An enlarged, decorative capital letter that appears at the beginning of a paragraph.

duplex The capability of a printer to print on both sides of the paper.

duplicate query A type of select query that finds records containing identical information in one or more specified fields. Can be created with the assistance of the Find Duplicates Query wizard.

e-mail Short for *electronic mail*. The exchange of electronic text messages and computer file attachments between computers over a communications network, such as a local area network or the Internet.

e-mail message A message that is sent over a communications network such as a local area network or the Internet.

e-mail server A computer that stores e-mail messages.

e-mail trail An e-mail message and all responses to that message. When an individual message receives multiple responses, the e-mail trail can branch into multiple trails. You can view all the branches of an e-mail trail in Conversation view.

embedded object An object created with one program and embedded into a document created by another program. Embedding the object, rather than simply inserting or pasting it, ensures that the object retains its original format. If you double-click the embedded object, you can edit it with the toolbars and menus from the program used to create it.

embedding To insert the contents of a file into another file. See also *linking*.

empty string A string with the value "" (two quotation marks with nothing between them).

encryption The process of disguising a message or data in such a way as to hide its substance.

endnote A note that appears at the end of a section or document and that is referenced by text in the main body of the document. An endnote consists of two linked parts, a reference mark within the main body of text and the corresponding text of the note. See also *footnote*.

event An activity that is not associated with a specific time, or an activity that occurs over a period of more than one day.

event window In Outlook, the program window displaying the form in which you enter information about an event.

Excel table An Excel object with which you can store and refer to data based on the name of the table and the names of its columns and rows.

exclusive use A setting that permits only one person to have a database open. Generally used when setting or removing a database password.

exporting The process of converting an Access database or database table into a format that can be used by other programs. See also *importing*.

expression A combination of functions, field values, constants, and operators that can be used to assign properties to tables or forms, to determine values in fields or reports, as a part of a query, and in many other places. Also known as a *formula*.

Expression Builder In Access, a tool used to create an expression. The Expression Builder includes a list of common expressions that you can select from to define the properties you want to target.

Extensible Markup Language (XML) A format for delivering rich, structured data in a standard, consistent way. XML tags describe the content of a Web document, whereas HTML tags describe how the document looks. XML allows designers to create their own customized tags. See also *Hypertext Markup Language (HTML)*.

field A placeholder that tells Word to supply the specified information in the specified way. Also, the set of information of a specific type in a data source, such as all the last names in a contacts list. In Excel, a column of data used to create a PivotTable. In Access, an element of a table that contains a specific item of information, such as a last name. A field is represented in Access as a column in a database table. See also *record*.

field name A first-row cell in a data source that identifies data in the column below.

field property A property that controls what can be put into a field and how it can be placed there.

file format The structure or organization of data in a file. The file format is usually indicated by the file name extension.

file name extension A set of characters appended to a file name that identifies the file type or format.

fill handle The square at the lower-right corner of a cell that can be dragged to indicate other cells that should hold values in the series defined by the active cell.

FillSeries The ability to extend a series of values based on the contents of two cells, where the first cell has the starting value for the series and the second cell shows the increment. See also *AutoFill*.

filtering Displaying files or records in a data source that meet certain criteria; for example, filtering a data source so that you see only the records for people who live in a particular state. Filtering does not delete files, it simply changes the view so that you see only the files that meet your criteria.

First Line Indent marker The triangle-shaped control, on the top of the horizontal ruler, that indicates the position of the first line of the paragraph.

fixed-width text file A common text file format that is often used to transfer data from older programs. The same field in every record contains the same number of characters. If the actual data doesn't fill a field, the field is padded with spaces so that the starting point of the data in the next field is the same number of characters from the beginning of every record.

flat database A simple database that can store information in only one table. See also *relational database*.

floating toolbar A toolbar that is not attached to the edge of the program window. You can change the shape of some floating toolbars.

font A graphic design applied to a collection of numbers, symbols, and characters. A font describes a certain typeface, along with other qualities such as size, spacing, and pitch.

font colors The specific color of the text, chosen from a palette of harmonious colors or custom colors you specify.

font effect An attribute, such as superscript, small capital letters, or shadow, that can be applied to a font.

font size The measurement of the font in points. See *point*.

font style Character formatting such as regular (or plain), italic, bold, and bold italic.

footer One or more lines of text in the bottom margin area of a page in a document or slide in a presentation, typically containing elements such as the page number and the name of the file. See also *header*.

footnote A note that appears at the end of a page, section, chapter, or publication that explains, comments on, or provides references for text in the main body of a document. A footnote consists of two linked parts, a reference mark within the main body of the document and the corresponding text of the note. See also *endnote*.

form An organized and formatted view of some or all of the fields from one or more tables or queries. Forms work interactively with the tables in a database and are often used to simplify data entry.

form selector The box at the intersection of the vertical and horizontal rulers when a form is displayed in Design view. You click the form selector to select the entire form.

format In Excel, a predefined set of characteristics that can be applied to cell contents.

formula A sequence of values, cell references, names, functions, or operators in a cell of a table or worksheet that together produce a new value. A formula always begins with an equal sign (=).

Formula AutoComplete The Excel functionality with which you can enter a formula quickly by selecting functions, named ranges, and table references that appear when you begin to type the formula into a cell.

formula bar The area just above the worksheet grid that displays the active cell's formula and within which you can edit the formula.

frame The outline around a text box or other object. You can move an object by dragging its frame.

front-end database The portion of a split database that contains the forms, queries, and reports people use to work with data. The front-end database can be stored on the local computer of any user who needs to work with the database. See also *back-end database* and *split database*.

function A named procedure or routine, or a predefined formula, often used for mathematical or financial calculations.

gallery A list box that organizes items by category, displays them in flexible column- and row-based layouts, and represents them with images and text. Depending on the type of gallery, live preview is also supported.

Global Address List (GAL) The address book that contains all user, group, and distribution list e-mail addresses in your organization. The administrator creates and maintains this address book. It may also contain public folder e-mail addresses.

Goal Seek An analysis tool in Excel that finds the value for a selected cell that would produce a given result from a calculation.

grayscale Shades of gray in a graphic.

gridlines In a table, thin lines that indicate the cell boundaries in a table. Table gridlines do not print when you print a document. In a chart, lines that visually carry the values on the y-axis across the plot area.

group An area of a ribbon tab containing buttons related to a specific file element or function. On the Navigation bar, a list that is part of a category.

grouping Associating multiple objects, such as shapes, into a single unit so that they act as one object. Grouped objects can easily be moved, sized, and formatted. See also *regroup* and *ungroup*.

grouping level The level by which records are grouped in a report. When you group on a field, the report adds a group header and footer around each group of records that have the same value in that field.

handle A small circle, square, or set of dots that appears at the corner or on the side of a selected object or text box and facilitates moving, sizing, reshaping, or other functions pertaining to the object or text box.

handout master A template that defines the layout for the printed handout pages distributed to a presentation's audience.

Hanging Indent marker The triangle-shaped control, on the bottom of the horizontal ruler, that indicates the left edge of the second and subsequent lines of the paragraph.

header In Word, a line, or lines, of content in the top margin area of a page in a document, typically containing elements such as the title, page number, or name of the author. In Excel, an area of the worksheet that appears above the contents of the worksheet grid when you print the worksheet or view it in Layout View.

Help button The button located at the right end of the ribbon and labeled with a question mark (?), that provides access to the program-specific Help system.

HSL A method of identifying a color in terms of its position in the rainbow (hue), its purity or vividness (saturation), and its brightness (luminance).

HTML See *Hypertext Markup Language*.

HTML tag A code that identifies an element in an HTML document, such as a heading or a paragraph, for the purposes of formatting, indexing, and linking information in the document.

hyperlink A property applied to text or an object enabling you to click the text or object to go to a file, a location in a file, or a Web site. Hyperlinks usually appear underlined and in color, but sometimes the only indication is that when you point to them, the pointer changes to a hand.

Hypertext Markup Language (HTML) A simple markup language used to create hypertext documents that are portable from one platform to another. HTML files are simple ASCII text files with embedded markup tags that control formatting and hypertext links. In Outlook, an e-mail message format that supports paragraph styles, character styles, and backgrounds. Most e-mail programs support the HTML format. See also *Extensible Markup Language (XML)*.

Hypertext Transfer Protocol (HTTP) A protocol used to access Web pages from the Internet.

hyphenating Splitting a word that would otherwise extend beyond the right margin of the page.

icon set A conditional format that uses distinct visual indicators to designate how a value compares to a set of criteria.

importing The process of converting external data into a format that can be used by Access. See also *exporting*.

indent marker One of four controls located on the horizontal ruler that indicate how far text is indented from the left or right margin.

index A list of the words and phrases that are discussed in a printed document, along with the page numbers they appear on.

index entry A field code that marks specific text for inclusion in an index. When you mark text as an index entry, Word inserts an XE (Index Entry) field formatted as hidden text.

index entry field The XE field, including the braces ({ }), that defines an index entry.

Information Rights Management (IRM) A policy tool that gives authors control over how recipients use the documents and e-mail messages they send.

information set A customized group of information, about either an individual or an organization, that can be used to quickly fill in appropriate places in publications, such as business cards and flyers.

input mask A property that controls the appearance, format, and type of data in a field.

instant messaging (IM) The ability to see whether a person is connected to the Internet and to exchange messages. Most exchanges are text-only. However, some services allow attachments.

Internet Message Access Protocol (IMAP) A popular protocol for receiving e-mail messages. It allows an e-mail client to access and manipulate a remote e-mail file without downloading it to the local computer. It is used mainly by corporate users who want to read their e-mail from a remote location.

junk e-mail Unsolicited commercial e-mail (UCE). Also known as *spam*.

justifying Making all lines of text in a paragraph or column fit the width of the document or column, with even margins on each side.

keyboard shortcut Any combination of keystrokes that can be used to perform a task that would otherwise require a mouse or other pointing device.

keyword A characteristic word, phrase, or code that is used to conduct sorting or searching operations.

kiosk mode A display mode in which a single window takes over the whole screen and the desktop is inaccessible.

label control A control that contains text as it will appear on a form or report.

landscape The orientation of a picture, page, or worksheet where the width is greater than the height.

layout The arrangement of elements, such as title and subtitle text, lists, pictures, tables, charts, AutoShapes, and movies, on a slide or page.

Left Indent marker The square-shaped control, on the bottom of the horizontal ruler, that indicates how far text is indented from the left margin.

legend A key in a chart that identifies the colors and names of the data series or categories that are used in the chart.

line break A manual break that forces the text that follows it to the next line. Also called a *text wrapping break*.

link In Excel, a formula that has a cell show the value from another cell.

linked object An object that is created in a source file to which a link is inserted into a destination file, maintaining a connection between the two files. The linked object in the destination file can be updated when the source file is updated.

linking To insert a pointer to a file into another file. See also *embedding*.

Live Preview A feature that temporarily displays the effect of applying a specific format to the selected element.

locked cell A cell that cannot be modified if its worksheet is protected.

logical operator An operator, such as AND, OR, or NOT, that is used in queries and filters to extract matching records from tables.

logon credentials The user name and password that identify and authenticate you when accessing a computer, network, or site.

Lookup wizard An Access wizard with which you can create a lookup list.

macro An action or a set of actions you can use to automate tasks. Macros are recorded in the Visual Basic for Applications programming language.

mail merge The process of merging information into a main document from a data source, such as an address book or database, to create customized documents, such as form letters or mailing labels.

Mail pane In Outlook, the center pane that displays content in the Mail module.

mailto hyperlink A special type of hyperlink with which a user creates an e-mail message to a particular e-mail address.

main document In a mail merge operation in Word, the document that contains the text and graphics that are the same for each version of the merged document.

main form A form that contains other embedded subforms. See also *subform*.

main report A report that serves as a shell for one or more embedded subreports. See also *subreport*.

make-table query A query that combines all or part of the data from one or more tables into a new table.

manual page break A break inserted to force subsequent information to appear on the next page.

many-to-many relationship A relationship between two tables in which records in each table have multiple matching records in the related table. For example, each sales invoice can contain multiple products, and each product can appear on multiple sales invoices. See also *one-to-many relationship* and *one-to-one relationship*.

mapped network drive A network drive to which you have assigned a drive letter so that it can be accessed as a hard drive on your local computer. See also *Universal Naming Convention (UNC)*.

margin The blank space outside the printing area of a page.

margin guide A guide on the top, bottom, left, and right sides of a page that are used to define its margins. Most contents of a page are within the margin guides.

master A slide or page on which you define formatting for all slides or pages in a presentation. Each presentation has a set of masters for slides, as well as masters for speaker notes and audience handouts.

master page The page in which the overall publication design is controlled. Anything that appears on the master page appears on every page. Most master page elements can be changed only on the master page.

meeting request A message form linked to an Outlook calendar item. Meeting requests are generated by Outlook to manage meeting attendance.

meeting window In Outlook,. the program window displaying the form in which you enter information to place a meeting on your calendar.

Merge And Center An operation that combines a contiguous group of cells into a single cell. Selecting a merged cell and clicking the Merge And Center button splits the merged cells into the original group of separate cells.

merge field A placeholder inserted in the main document that is replaced with variable information from a data source during the merge process.

merging To combine table cells to create one cell that spans two or more columns or rows.

message header Summary information that you download to your computer to determine whether to download, copy, or delete the entire message from the server. The header includes these fields: Subject, From, Received, Importance, Attachment, and Size.

message window In Outlook, the program window displaying the form in which you create or respond to an e-mail message.

Microsoft Clip Organizer A tool in which you can arrange clip art images, pictures, audio clips, and video clips stored in different locations.

Microsoft Database Executable (MDE) file The equivalent of an ACCDE file created by previous versions of Access. See *Access Database Executable (ACCDE) file*.

Microsoft Office Clipboard See *Clipboard*.

Microsoft Office Online A Web site from which you can download publication templates.

Microsoft PowerPoint Viewer A viewer with which you can display presentations on a computer that does not have PowerPoint installed.

Mini Toolbar A toolbar that is typically displayed after you select text on a slide so that you can quickly format the text.

Mobile Address Book An address book containing contact records that include mobile phone numbers, which is automatically created if you have an Outlook Mobile Service account.

move handle The handle with which you can drag a docked toolbar. The move handle is represented by a row of four dots at the left end of the toolbar.

named range A group of related cells defined by a single name.

navigation control A control on a navigation form that consists of a placeholder for a navigation button and a subform or subreport control.

navigation form A form that presents the user with a set of navigation buttons that can be clicked to display and work with forms and reports. Database designers can use navigation forms to make it easier for users to access and manipulate data and more difficult for them to unintentionally change or delete it.

Navigation pane An area of the Access program window that enables the user to quickly open database objects.

Navigation Pane The column on the left side of the Outlook program window that includes panes such as Shortcuts or Mail and the shortcuts or folders within each pane. Click a folder to show the items in the folder.

Navigation task pane In Word, a task pane that displays an outline of a document's headings, or thumbnails of a document's pages, and allows you to jump to a heading or page in the document by clicking it. Also provides content search capabilities.

nested table A table inserted into a cell of a table that is being used to arrange information on a page.

network share A storage location on a network that is shared with and accessible from authorized computers on the network

Normal view In PowerPoint, a view that displays three panes: Overview, Slide, and Notes.

normalization rules A set of database design rules that minimizes data redundancy and results in a database in which referential integrity can be enforced.

note container In OneNote, the smallest data storage unit. Notes on a page are stored within note containers; each note container can be individually manipulated.

note separator A set of characters that separates document text from footnotes or endnotes. The default separator is a horizontal line.

notebook header In OneNote, the area above the content pane that displays the notebook name, section tabs, and section groups.

notes master In PowerPoint, a template that defines the formatting and content used by speaker notes pages.

Notes pane In PowerPoint, the pane in Normal view in which you type notes that you want to accompany a slide. You print these notes as speaker notes pages.

Null Nothing; a field with no entry.

object A finite element, such as a graphic or a text box, that can be moved, sized, stacked, grouped, and formatted in various ways.

object selector In OneNote, the handle that appears to the left of a text paragraph, graphic, table, or other individually selectable item within a note container or on a page. You click the object selector to select the object.

offline address book A copy of an address book that has been downloaded so that an Outlook user can access the information it contains while disconnected from the server. Exchange administrators can choose which address books are

made available to users who work offline, and they can also configure the method by which the address books are distributed.

.one file The OneNote data file format. Each .one file contains the content of one section. The .one file name is the same as the section name in the program window; changing one changes the other. See also *section.*

one-to-many relationship In relational databases, a relationship between two tables in which a single record in the first table can be related to one or more records in the second table, but a record in the second table can be related to only one record in the first table. See also *many-to-many relationship* and *one-to-one relationship.*

one-to-one relationship In relational databases, a relationship between two tables in which a single record in the first table can be related to only one record in the second table, and a record in the second table can be related to only one record in the first table. See also *many-to-many relationship* and *one-to-many relationship.*

operator See *arithmetic operator*, *comparison operator,* and *logical operator.*

option button A control that allows a user to select from a fixed set of mutually exclusive choices.

orphan The first line of a paragraph printed by itself at the bottom of a page.

Outline tab In PowerPoint, the tab of the Overview pane that shows all the text of the slides displayed as an outline.

Outlook Address Book An address book that is automatically created from contacts in the Contacts folder. The contacts can be people inside and outside of your organization. When you update your contacts, the Outlook Address Book is updated as well.

Outlook Help button The button located at the right end of the ribbon, labeled with a question mark (?), that provides access to the Outlook Help system.

Outlook Rich Text Format (RTF) An e-mail message format that supports paragraph styles, character styles, backgrounds, borders, and shading, but is compatible with only Outlook and Exchange Server. Outlook converts RTF messages to HTML when sending them outside of your Exchange network.

Outlook Today A single-screen dashboard displaying the calendar events and scheduled tasks associated with your default e-mail account for the current day.

Overview pane In PowerPoint, the pane that appears in Normal view on the left side of the program window and that contains the Slides and Outline tabs.

Package for CD In PowerPoint, a feature to help you gather all the components of a presentation and store them to a CD or another type of removable media so that they can be transported to a different computer.

page In OneNote, a titled data storage unit within a section.

page sorter One or more page-shaped controls, located in the lower-left corner of the Publisher program window, that represent each page of the publication and can be used to go to, rearrange, or work with publication pages.

Page Tabs area In OneNote, the area to the right of the content pane from which you can select and manipulate pages within the active section.

Pantone Matching System (PMS) A proprietary system developed by Pantone, Inc. to give designers in color-critical industries such as publishing, packaging, decorating, and architecture the means to communicate with printers and manufacturers.

paragraph style A combination of character formatting and paragraph formatting that is named and stored as a set. Applying the style to a paragraph applies all the formatting characteristics at one time.

parameter query A type of query that, when run, prompts for the values (criteria) to use to select the records for the result set so that the same query can be used to retrieve different result sets. See also *action query, crosstab query*, and *select query*.

parsing The process of analyzing an imported document, such as an HTML document, and identifying anything that looks like structured data.

password A string of characters used to access information or log on to a computer. Passwords help prevent unauthorized people from accessing files, programs, and other resources. See also *secure password*.

Paste Options A button that appears after you paste an item from the Microsoft Office Clipboard into your document, and which provides options for how the item appears in the document.

path A sequence of folders (directories) that leads to a specific file or folder. A backslash is used to separate each folder in the path. For example, the path to a file called *invoice.txt* might be C:\Documents\July\invoice.txt.

PDF file The Portable Document Format is an Adobe Systems specification for electronic documents that can't be edited without specific software. PDF-format files have a .pdf file name extension.

permissions Rules associated with a shared resource on a network, such as a file, directory, or printer. Permissions provide authorization to perform operations associated with these objects. Permissions can typically be assigned to groups, global groups, or individual users.

phishing message A technique used to trick computer users into revealing personal or financial information. A common online phishing scam starts with an e-mail message that appears to come from a trusted source but actually directs recipients to provide information to a fraudulent Web site.

phishing site A Web site that prompts users to update personal information, such as bank accounts and passwords, which might be used for identity theft.

photo album In PowerPoint, a specific kind of presentation into which you can insert and arrange collections of digital images.

Pick From List The Excel functionality that allows you to enter a value into a cell by choosing the value from the set of values already entered into cells in the same column.

picture An illustration or scanned photograph.

PivotChart A chart that is linked to a PivotTable and that can be reorganized dynamically to emphasize different aspects of the underlying data.

PivotTable A dynamic worksheet that can be reorganized by a user.

pixel The smallest element used to form the composition of an image on a computer monitor. Computer monitors display images by drawing hundreds or thousands of pixels arranged in columns and rows. The number of pixels a monitor displays is expressed by its screen resolution.

placeholder In PowerPoint, an area on a slide designed to contain a specific type of content that you supply. In Publisher, a character or symbol that is used in place of an actual value, text, or object. The actual value that the placeholder represents is unknown or unavailable at the current time, or is not displayed for security reasons.

Plain Text An e-mail message format that does not support character or paragraph formatting. All e-mail programs support Plain Text.

plain text files Files that contain no formatting elements. Plain text files are sometimes referred to as the "lowest common denominator" of files. They can be opened and edited with a variety of common text editor programs, including Microsoft Notepad and Microsoft WordPad, and can be accessed on all operating systems.

plain text messages Messages that don't support character or paragraph formatting in the message content.

plot area In a two-dimensional chart, the area bounded by the axes, including all data series. In a three-dimensional chart, the area bounded by the axes, including the data series, category names, tick-mark labels, and axis titles.

PMS See *Pantone Matching System*

point A measurement unit of approximately 1/72 of an inch. Font sizes expressed in points are measured from the top of the character ascenders to the bottom of the character descenders.

pointing to Pausing a pointing device over an area of the display.

populating To add data to a table or other object.

Portable Document Format (PDF) file A device independent and resolution-independent file format for representing documents containing any combination of text and images.

portrait The orientation of a picture or page where the page is taller than it is wide.

Post Office Protocol (POP) A standard method that computers use to send and receive e-mail messages. POP messages are typically held on an e-mail server until you download them to your computer, and then they are deleted from the server. With other e-mail protocols, such as IMAP, e-mail messages are held on the server until you delete them.

post A message published on a blog, message board, or help board.

precedent A cell that is used in a formula.

presence icon A colored icon that indicates the online presence and status of a contact.

primary key One or more fields whose value or values uniquely identify each record in a table. A primary key cannot allow Null values and must always have a unique index. In related tables, the primary key field in one table corresponds with the foreign key field in the other table.

print style A combination of paper and page settings that determines the way items print. Outlook provides built-in print styles, and you can create your own.

process colors A method of printing colors by using four inks (cyan, magenta, yellow, and black) to produce all other colors. See also *CMYK*.

promoting In an outline, to change body text to a heading, or to change a heading to a higher-level heading.

property A named attribute of a control, a field, or an object that you set to define one of the object's characteristics (such as size, color, or screen location) or an aspect of its behavior (such as whether the object is hidden) or settings of a file that you can change, such as the file's name and read-only status, as well as attributes that you can't directly change, such as the file's size and creation date.

public domain Belonging to the public, such as text or artwork that anyone can use in a publication.

publication type The style of a publication, such as a flyer, a business card, or a greeting card.

publisher The person or entity who digitally signs a database or other file, thereby guaranteeing its source.

pull quote Text taken from the body of a document and showcased in a text box to create visual interest.

query A database object that locates specific information stored in a table and allows you to view and manipulate the results. The results of a query can be used as the basis for forms and reports. In the mail merge process, selection criteria for extracting information from a data source.

Quick Access Toolbar A small, customizable toolbar, independent of the ribbon that displays frequently used commands.

Quick Step A feature introduced in Outlook 2010 with which you can perform up to 13 actions with an e-mail message by invoking one quick step.

Quick Style In Word, a collection of character and paragraph formatting that makes formatting documents and objects easier. Quick Styles appear in the Quick Styles gallery and are organized into ready-made Quick Style sets that are designed to work together to create an attractive and professional-looking document.

Quick Table In Word, a table with sample data that you can customize.

range A group of related cells.

read-only A setting that allows a file to be read or copied, but not changed or saved. If you change a read-only file, you can save your changes only if you give the file a new name.

recall Instruct Outlook to delete or replace any unread copies of a message already sent.

record All the related information about a person or item in a table. A record in Access and Excel is represented as a row in a database table. See also *field*.

record selector The gray bar along the left edge of a form in Form view. You can select an entire record by clicking its record.

record source The source from which the data in a bound record originates. See also *control source*.

recurring item An appointment, meeting, event, or task that occurs repeatedly on a specific schedule. For example, a weekly status meeting or a monthly haircut, can be designated as recurring. You can specify an appointment, meeting, or event as recurring, and specify the frequency of recurrence. Outlook then creates a series of items based on your specifications.

reference mark The number or symbol displayed in the body of a document when you insert a footnote or endnote.

referential integrity A restriction on data, requiring that in two related tables, an entry will not be allowed in one table unless it already exists in the other table.

refresh To update the contents of one document when the contents of another document are changed.

regroup After ungrouping a group of shapes, to make them one object again. See also *group* and *ungroup*.

relational database A type of database that stores information in tables. Relational databases use matching values from two tables to relate data in one table to data in the other table. In a relational database, you typically store a specific type of data just once. See also *flat database*.

relationship An association between common fields in two or more tables.

relative reference A cell reference in a formula, such as =B3, that refers to a cell that is a specific distance away from the cell that contains the formula. For example, if the formula =B3 were in cell C3, copying the formula to cell C4 would cause the formula to change to =B4. See also *absolute reference*.

reminder A message that appears at a specified interval before an appointment, meeting, or task that announces when the activity is set to occur. Reminders appear any time Outlook is running, even if it isn't your active program.

report A database object used to display table information in a formatted, easily accessible manner, either on the screen or on paper. It can include items from multiple tables and queries, values calculated from information in the database, and formatting elements such as headers, footers, titles, and headings.

report selector The box at the intersection of the vertical and horizontal rulers when a report is displayed in Design view. You click the report selector to select the entire report.

resend Create a new version of an original message with none of the extra information that might be attached to a forwarded message.

resolving The process of matching a user name to the information on a network server, resulting in the user name being replaced by a display name and the name underlined.

results datasheet The presentation of the records matched by a query and any specified calculations in a table-like structure.

RGB A method of identifying a color in terms of a combination of red, green, and blue.

ribbon A user interface design that organizes commands into logical groups, which appear on separate tabs.

Rich Text Format (RTF) A format for text and graphics interchange that can be used with different output devices, operating environments, and operating systems. See also *Outlook Rich Text Format (RTF)*.

rotate To change the angle of a graphic or text box.

rotating handle A green handle, available when a text box is active, that you can drag to change the angle of a shape or a text box and the text within it.

row header In an Excel worksheet, a shaded rectangular area to the left of each row containing a number. You can click a row header to select an entire row. See also *column header*.

row selector The gray box at the left end of each row in the field definition area when a table's structure is displayed in Design view.

rules Sets of criteria defining specific actions that Outlook takes when the criteria are fulfilled.

saddle-stitching A type of binding in which pages are stapled in the middle and then folded to create a booklet. Also called *stapling*.

scenario In Excel, an alternative data set with which you view the impact of specific changes on your worksheet.

schema The definition of the structure of an XML file. A schema contains property information as it pertains to the records and fields within the structure.

screen clipping A captured image of content shown on the screen. OneNote provides a tool for defining, capturing, and importing screen clippings directly into the program window.

screen resolution The amount of information displayed on a monitor, expressed as the number of pixels wide by the number of pixels high.

ScreenTip A note that appears on the screen to provide information about a button, tracked change, or comment, or to display a footnote or endnote. ScreenTips also display the text that will appear if you choose to insert a date or AutoText entry.

search filter A filter in which you type a string of characters and have Excel display every value within an Excel table, data set, or PivotTable that contains that character string.

section In OneNote, an organizational unit containing a group of pages that you can view separately from other notebook content. See also *.one file*.

section break In Word, a mark you insert to show the end of a section. A section break stores the section formatting elements, such as the margins, page orientation, headers and footers, and sequence of page numbers.

section group In OneNote, a subdivision of a notebook containing a group of sections that you can view separately from other notebook sections.

Secure Multipurpose Internet Mail Extensions (S/MIME) A protocol that supports secure mail features such as digital signatures and message encryption.

secure password A password that includes uppercase letters, lowercase letters, and symbols or numbers, and is not a word found in a dictionary. Also called a *strong password*.

security warning A warning that appears when a database that contains one or more macros is opened.

select query A query that matches records from one or more tables and displays them in a results datasheet. Can contain specifications for which fields to display in what order and how to group (summarize) their values. See also *action query*.

selection area An area in a document's left margin in which you can click and drag to select blocks of text.

separated text file A file containing unformatted text organized into fields and records. Records are separated by carriage returns; fields are separated by a specific character such as a comma, tab, colon, or semicolon. Separated text files may have the file name extension .txt or .csv.

server rule Or *server-side rule*. A rule that Exchange applies when receiving or processing a message, before delivering it. See also *client rule*.

shared attachment Attachment saved on a SharePoint document workspace Web site, where a group can collaborate to work on files and discuss a project.

sharing Making a file available for more than one user to open and modify simultaneously.

sheet tab In Excel, the indicator for selecting a worksheet, located at the bottom of the workbook window.

shortcut menu A menu that shows a list of commands relevant to a particular item. To display the shortcut menu for an item, right-click the item. Sometimes referred to as a *context menu*.

signing The act of guaranteeing the source and content of a file by attaching a digital signature.

sizing handle A small circle, square, or set of dots that appears at the corner or on the side of a selected object. You drag these handles to change the size of the object horizontally, vertically, or proportionally.

Slicer An Excel tool with which you can filter an Excel table, data list, or PivotTable while indicating which items are displayed and which are hidden.

slide library A SharePoint document library designed for storing and reusing PowerPoint slides.

slide master In PowerPoint, the set of slides that stores information about a presentation's design template, including font styles, placeholder sizes and positions, background design, and color schemes.

Slide pane In PowerPoint, the area in Normal view that shows the currently selected slide as it will appear in the presentation.

slide timing The time each slide in a slide show is displayed.

Slides tab In PowerPoint, the tab in the Overview pane that displays thumbnails of all the slides in the presentation.

SmartArt graphic A predefined set of shapes and text used as a basis for creating a diagram.

soft page break A page break that Word inserts when text reaches the bottom margin of a page.

Solver An Excel add-in that finds the optimal value for one cell by varying the results of other cells.

sorting A method of arranging data based on the order of specified information.

source file A file containing an object that is inserted in or linked to a destination file.

source program The program used to create a linked object or embedded object. To edit the object, you must have the source program installed on your computer.

spam Unsolicited commercial e-mail. Also known as *junk e-mail*.

sparkline In Excel, a compact chart that summarizes data visually within a single worksheet cell.

split database A database that has been organized into two parts: a back-end database containing the tables that store all the data, and a front-end database containing the forms, queries, and reports that people use to work with the data. See also *back-end database* and *front-end database*.

splitting To separate a cell into two or more cells.

spot colors A method of specifying and printing colors in which each color is printed with its own ink. See also *process colors*.

spread Represents the facing left and right pages of a publication.

SQL database A database based on Structured Query Language (SQL).

stapling A type of binding in which pages are stapled in the middle and then folded to create a booklet. Also called *saddle-stitching*.

status bar An area of the program window displaying information related to the current file content or program status. The status bar is usually located at the bottom of the program window. Not all windows have a status bar. You can hide the status bar to increase the vertical space available to program content.

story Any discrete block of text that occupies a text box or a set of linked text boxes. It can be a single paragraph or multiple paragraphs.

subdatasheet A datasheet that is contained within another datasheet.

subentry An index entry that falls under a more general heading; for example, "Mars" and "Venus" might be subentries of the index entry "planets."

subform A form that is contained within another form. See also *main form*.

subpage In OneNote, a page that is subordinate to another page. Subpages are linked to the corresponding page and move with the page as a unit.

subpoint A subordinate item below a bullet point in a list.

subreport A report that is contained within another report. See also *main report*.

switch In fields, a setting that refines the results of the field; for example, by formatting it in a particular way.

syntax The required format in which expressions must be entered.

tab A tabbed page on the ribbon that contains buttons organized in groups. Also a navigation button attached to a page in a dialog box or to a database object that is open in the Access program window workspace. You click the button to display the page.

tab leader A repeating character (usually a dot or dash) that separates text before the tab from text or a number after it.

tab stop A location on the horizontal ruler that indicates how far to indent text or where to begin a column of text.

tabbed list A list that arranges text in simple columns separated by left, right, centered, or decimal tab stops.

tabbed pages The default display of objects in the Access program window. Alternatively, you can display objects in their own windows.

table A structured arrangement of one or more rows and one or more columns. The intersection of each row and column is a cell. All the items of information in a row constitute a record, and all the items of information in a column constitute a field.

table of authorities A list of the references in a legal document, such as references to cases, statutes, and rules, along with the numbers of the pages the references appear on.

table of contents A list of the headings in a document, along with the numbers of the pages the headings appear on.

table of figures A list of the captions for pictures, charts, graphs, slides, or other illustrations in a document, along with the numbers of the pages the captions appear on.

table style A set of formatting options, such as font, border style, and row banding, that are applied to a table. The regions of a table, such as the header row, header column, and data area, can be variously formatted.

tablet pen The pen that comes with a Tablet PC and is used to interact with items on the screen.

tag A text string used in HTML and XML to identify a page element's type, format, or appearance. Many elements have start and end tags that define where the element starts and stops.

target A path that identifies a linked object, such as a location in a document or a Web page.

task originator The person who creates a task, specifically when assigning the task to someone else.

task owner The person to whom a task is currently assigned. After a task has been assigned, the task originator can no longer update the information in the task window.

task window In Outlook, the program window displaying the form in which you enter information to create or manage a task.

Tasks List In Outlook, an arrangement of the Tasks module, displaying a list of tasks associated with a specific e-mail account in the Tasks pane. See also *To-Do List*.

Tasks pane In Outlook, the center pane that displays content in the Tasks module.

template A file or files that contain the structure and tools for shaping such elements as the style, page layout, or content of a finished file.

template A file that can contain predefined formatting, layout, text, or graphics, and that serves as the basis for new presentations, workbooks, or documents with a similar design or purpose.

text box A movable, resizable container used to give text a different orientation from other text on the slide or in the document.

text box control A control on a form or report in which text can be viewed, entered or edited. A text box control is bound to a field in the underlying table.

text wrapping The way text wraps around an object on the page.

text wrapping break A manual break that forces the text that follows it to the next line. Also known as a *line break*.

texture A pattern or gradient applied to the background of a publication to make it appear more three dimensional.

theme A set of unified design elements that combine color, fonts, and graphics to provide a professional look for a presentation, workbook, or document.

third-party add-ins A software program created by one company (the "third party") that extends the capabilities of a larger program created by another company.

thread In e-mail and Internet newsgroup conversations, a series of messages and replies that are all related to a specific topic.

3-D reference In Excel, a pattern for referring to the workbook, worksheet, and cell from which a value should be read.

three-dimensional reference See *3-D reference*.

thumbnail A small graphic representing choices available in a gallery or pages in a document.

tick-mark A small line of measurement, similar to a division line on a ruler, that intersects an axis in a chart.

title bar The horizontal bar at the top of a program window that displays the name of the open file. On many windows, the title bar also displays the program icon, the Quick Access Toolbar, the Minimize, Maximize/Restore Down, and Close buttons, and the Help button linking to the program-specific Help content.

To-Do Bar In Outlook, the pane at the right side of the program window, displaying the date navigator, upcoming appointments, and a task list.

To-Do Bar Task List In Outlook, the area at the bottom of the To-Do Bar that displays an interactive view of the tasks associated with your default e-mail account.

To-Do List In Outlook the default arrangement of the Tasks module, displaying a list of tasks and flagged messages for your default e-mail account in the Tasks pane. See also *Tasks List*.

tracer arrow In Excel, an arrow that indicates the formulas to which a cell contributes its value (a dependent arrow) or the cells from which a formula derives its value (a precedent arrow).

transform A type of template used to convert XML data to other formats.

trendline On a chart or graph, a projection of future data (such as sales) based on past performance.

unbound Not linked. An unbound control is not linked to a field in an underlying table; instead it might be used, for example, to calculate values from multiple fields. See also *bound*.

UNC address The Universal Naming Convention (UNC) address is the full address identifying the location of a folder or resource on a network, generally expressed as \\server name\ share name\folder name.

undocking To drag a toolbar, task pane, or similar item so that it floats in the program window.

Unfiled Notes section In OneNote, the information storage unit that exists in the program but outside of any specific notebook.

ungroup To separate a group of objects into individual objects. See also *group* and *regroup*.

Uniform Resource Locator (URL) An address that uniquely identifies a location on the Internet. A URL is usually preceded by http://, as in http://www.microsoft.com. A URL can contain more detail, such as the name of a page of hypertext, often with the file name extension .html or .htm.

Universal Naming Convention (UNC) The system of naming files among computers on a network so that a file on a given computer will have the same path when it is accessed from any of the other computers on the network. See also *mapped network drive*.

unmatched query A select query that locates records in one table that do not have any related records in another table. This query can be created with the assistance of the Find Unmatched Query wizard.

update query A query that changes the values in one or more fields of matched records in a table.

validation rule A field property that ensures that entries contain only the correct type, size, or range of data.

View Shortcuts toolbar A toolbar located at the right end of the status bar that contains tools for switching between views of document content and changes the display magnification.

view The display of information from a specific perspective.

virtual private network (VPN) The extension of a private network that encompasses encapsulated, encrypted, and authenticated links across shared or public networks. VPN connections typically provide remote access and router-to-router connections to private networks over the Internet.

washout An effect applied to a graphic or text that results in muted shades of the original color.

watch In Excel, the display of a cell's contents in a separate window even when the cell is not visible in the workbook.

Web beacon A small, nearly undetectable graphic that links to a Web page and is embedded in a document for use as an eavesdropping device.

what-if analysis Analysis of the contents of a worksheet to determine the impact that specific changes have on your calculations.

widow The last line of a paragraph printed by itself at the top of a page.

wildcard character A text character that can be used to represent one or many characters when conducting a search. Common wildcards include the question mark (?), which represents a single character, and the asterisk (*), which represents one or more characters.

Windows logo key A keyboard key, labeled with the Windows logo, that is used for many Windows shortcuts. For example, pressing the Windows logo key displays or hides the Start menu.

word processing The use of a computer or type-writer to create text documents.

word wrap The process of breaking lines of text automatically to stay within the page margins of a document or window boundaries.

WordArt object A text object you create with ready-made effects to which you can apply additional formatting options.

work week The days and times you define within Outlook as available for work-related activities.

workbook The basic Excel file, consisting of one or more worksheets.

worksheet A data page in an Excel workbook.

workspace An Excel file type (.xlw) that allows you to open several files at once.

XML See *Extensible Markup Language*.

XPS A Microsoft specification that describes the architecture of the XPS Document file format, which is a fixed-layout format that is based on XML, preserves document formatting, and enables file sharing.