

# Glossary

**3-D cell reference** Address in a formula that refers to the same single cell in adjacent worksheets of the workbook; may be used to sum or average the contents of those cells

**Adjacent** Arrangement of cells, objects, or files that are next to each other; may be selected as a group by using [**Shift**]; also known as *contiguous*

**Aggregate functions** Built-in routines used to count, total, and calculate minimum, maximum, and average values, and more

**Alias** Unique name used when an expression or field is assigned to one or more field names (e.g., two aliases might be used to find the lowest and highest price of a product in a query where both columns are derived from the same Price field but a unique name is required for each calculated column)

**Alignment** Horizontal placement of text relative to the left and right margins of a cell or a page, where text is left-, right-, or center-aligned; or, vertical placement of text relative to the top and bottom margins of a cell or page, where text is top-, middle-, or bottom-aligned

**Anchored controls** Any of nine positions that range from anchoring to the top left to stretching down and right, or that tie form or report controls to other controls so all controls can be positioned as a group

**Animation** Special motion effect applied to individual objects on a slide, such as clip art or text

**Ascending** Sort order in which column cells are arranged alphabetically from A to Z, numerically from smallest to largest, or chronologically from earliest to most recent

**Atomization** The breaking of fields into the smallest single values to improve sorting, reporting, and printing (e.g., instead of a Name field that contains the value of Jay Winchester, atomizing would create two fields—FirstName (Jay) and LastName (Winchester))

**AutoComplete** Feature that offers to complete the typing for you when it recognizes certain words and phrases

**AutoCorrect** Predefined text used for automatically correcting common spelling and capitalization errors; can be customized with user-defined entries

**AutoFill** Feature that extends a series, copies data, or copies a formula into adjacent cells

**AutoNumber data type** Field for which Access automatically assigns a unique identifying number to records as they are added to a table; the autonumber cannot be modified or reused in a table, so deleted records result in gaps

**Backstage view** Contains common commands such as Open, Save, and Print; available via the File tab

**Block style** Letter style that aligns all parts of a letter at the left margin

**Bookmarks** Selection of text identified by a name and location; enables quick navigation through long documents

**Bound control** Control that ties form data to table data so the data appears on the form or report (e.g., the LastName text box is bound to the LastName field in the source table)

**Calculated control** Form or report control that is tied to an expression (e.g., Total = [Price]\*[Quantity], where Total is a text box, and Price and Quantity are bound controls)

**Captions** Text added to a figure to describe or explain the figure; text formatted as captions can be used to create a table of figures

**Cell** Intersection of a column and row

**Character spacing** Horizontal space between text characters

**Character styles** Styles used to format a single word or selected group of words with text formatting such as font, bold, font size, etc.; no paragraph formatting is included

**Citation** Reference to a source used in a document containing information to locate the source

**Clip art** Images, photographs, sounds, and video that can be easily searched and inserted from the Clip Art task pane

**Clipboard** Storage area where cut/copied items are stored; the Clipboard task pane lets you collect and paste multiple items; holds up to 24 entries

**Color scheme** Each document theme has twelve colors that are applied to text, backgrounds, hyperlinks, etc.

**Column** Vertical arrangement of cells in a table

**Column heading selector** Grey bar on the top of a field in the Query Design Grid; allows you to select, delete, and move fields

**Compatibility Mode** Mode that allows users of earlier versions of an application to open Office 2013 versions; available features are limited to those available in the earlier versions

**Concatenation** Combining fields and expressions using the ampersand (&) to join text values from multiple fields (e.g., FirstName&" " &LastName)

**Conditional formatting** Formatting applied to cell contents when user-specified criteria are met

**Context menu** Menu that appears when you right-click; also known as pop-up menu

**Contextual tab(s)** Ribbon tabs that appear in context with the task being performed

**Control** Object that displays data, text, checkboxes, lines, images, or buttons

**Convert** Feature that allows you to convert documents that were created in an earlier version of an application to the Office 2013 file format

**Criteria** Conditions that selected data must meet when a query is run (e.g., State = "FL" or HireDate >01/01/13)

**Crosstab queries** List the fields to be grouped on the left side of the datasheet while arranging the fields to be summarized across the top; allow for the calculation of sums, averages, counts, and totals for groups

**Data** Information such as names, numbers, dates, descriptions, etc. organized for reference or analysis

**Data gathering process** Obtaining sample copies of every record, form, and report to properly analyze the needs and design the objects required for a new database

**Data source** In Mail Merge, the variable data that merges with the main document; controlled by merge fields in the main document

**Data type** Sets the characteristics of a field and identifies the type of values it may hold (alphanumeric text, numbers, dates, yes/no values, hyperlink, etc.)

**Database** Organized collection of related data files or tables (e.g., a company may have a filing system that includes linked employee, customer, product, and invoice files)

**Database management software**

Allows users to store, manipulate, and retrieve database information

**Datasheet View** Displays actual data values

**Default** Setting that a computer program assumes you will use unless you specify a different one

**Defined name** Name given to a single cell or range of cells; may be used to navigate the workbook or create formulas

**Demote** To increase text indentation so it appears farther away from the left margin and, if numbered or bulleted, reduces the numbering or bulleting level to the next lower level

**Descending** Sort order in which column cells are arranged alphabetically from Z to A, numerically from largest to smallest, or chronologically from most recent to earliest

**Description** Optional field property that may be used in Design View to help identify special information about a field

**Design View** Where form, query, and report layout is defined; shows field names and labels, and other objects that can be displayed

**Detail section** Main section of a form or report that contains the text boxes that display data from underlying database tables; detail content varies from record to record

**Detail selector button** White square in the left corner of the detail bar; click it to activate the Detail section

**Dialog box launcher** Small icon that appears in the lower-right corner of some Ribbon groups; click to open a dialog box or task pane related to the group

**Document theme** Preset design consisting of color scheme, text formatting, and placeholder positions

**Drag and drop** Method for copying and moving text/objects; most useful when copying/moving a short distance or between two files displayed side by side

**Embedded object** Object from a source file that is inserted in a destination file; changes to an embedded object have no effect on the original object

**Endnotes** Notes that appear at the end of the document body in which the reference is made; numbered sequentially throughout a document

**Entity Relationship Diagram (ERD)**

Used to model and display relationships between entities, specifically the relationship between tables and fields, as established by key fields

**Field** Named piece of information about each person, place, or thing; in an Access table, each field is displayed in a column

**File format** Technique for storing information in a file; applications normally have a special file format they use by default

**File (tab)** Ribbon tab that expands to a menu containing commands to open, save, and print files

**Filter** Result of selecting a subset of records in a table, hiding records whose data does not match the specified criteria

**Filter by Form** Selects records based on values or conditions (criteria) typed into form fields

**Filter by Selection** Selects records based on value contained in the active table field

**Find and Replace** Feature that finds a specified word, phrase, or format and, optionally, replaces it with another word, phrase, or format

**Find Duplicates Query Wizard** Locates records containing duplicate field values in a table or query

**Find Unmatched Query Wizard** Locates records in one table that have no related records in another table

**Flat file** Table that includes all data for a database in a single file, resulting in larger files sizes and an increased likelihood of inconsistent data

**Footers** Text located within the bottom margin of a file that repeats on all applicable pages (such as within a section, in Word)

**Footnotes** Notes that appears at the bottom of the page on which the reference is made; footnote numbers can start with 1 on each page or can be numbered sequentially throughout a document or individually

**Foreign key** Field in a secondary table that links to the primary key field in the main table, which contains the detailed information for a particular item

**Form** Database screen used to enter, edit, and view data for an individual record in a layout that is more convenient and attractive than a table datasheet layout

**Form footer** Bottom section of a form that appears on the last page of a page form; seldom used

**Form header** Top section of a form that contains constant information, such as a title, logo, decorative line, or color scheme

**Form selector button** Black square in the upper-left corner of a form; click it to select the entire form

**Form View** Provides a user-friendly way to add, edit, and delete table records; does not allow modification of the form's design layout

**Format Painter** Tool used to copy formats from one block of text, data, or graphic and apply them to another block of text, data, or graphic

**Formatting marks** Special characters such as spaces, tabs, and paragraph symbols made visible when the Show/Hide button is turned on; also referred to as nonprinting characters

**Formula Bar** Area above the worksheet in which you view, type, and edit cell entries

**Freeze** To set rows at the top and/or columns at the left of a worksheet to remain displayed as the worksheet is scrolled

**Function** Predefined formula that performs calculations on table cells

**Group** Collection of controls or records that have at least one feature in common; quick forms tie all automatically inserted text boxes and corresponding labels into one group, allowing you to move the entire group but not the individual controls; or, if you want to display all vendors with offices in the same state, you could group on the State field

**Group By** Function that allows you to calculate the running total, minimum, maximum, average, etc. for each group

**Group Header** Identifies a field (such as EmpID) by which report data is grouped, so a summary (such as a total of each employee's sales) can be displayed for the grouped field

**Group Footer** Displays the summary for a grouped field, such as the total of each employee's sales, grouped by the EmpID

**Headers** Text located within the top margin of a file that repeats on all applicable pages (such as within a section, in Word)

**Hyperlinks** Block of text or a graphic that jumps you to another location in a file, to another file, or to a web page when clicked

**Indents** Offset text from the left or right margin

**Join line** Connects one key field to another key field in a relationship diagram

**Justify** Text alignment where character spacing is automatically adjusted differently for each line in the paragraph so the left and right side of the paragraph form straight lines

**Key field** Field containing a unique ID that will not be the same for any two database records; e.g., social security number and student ID

**Label** Part of a control that contains a caption identifying the data displayed in a text box or checkbox; e.g., the caption *Last Name* is a good label for the *LastName* field

**Layout View** Combines the editing ability of Design View with the layout look of Form/Report View so you can better visualize and modify the form's appearance; does not allow you to add, change, or delete records

**Line break** Forced new line within a paragraph that keeps the new line as part of the paragraph

**Line spacing** Vertical space between lines of text

**Linked object** Object created in a source file and inserted in a destination file; the object retains a link to the source file; the destination file can be updated when the source file is modified

**Linking formula** Cell contents beginning with an equals (=) sign that connect to a cell in another area of the same worksheet, a different worksheet, or a different workbook

**Live Preview** When you point at formatting commands on the Ribbon, it displays how the format would appear on selected text and objects without actually applying the format

**Mail Merge** Feature used to personalize standard letters, envelopes, mailing labels, and other documents by combining a main document with a data source

**Main document** In a mail merge, the document that contains the content that remains the same for each recipient; controls the merge with merge fields

**Manual page break** Forced page break created by pressing [Ctrl]+[Enter] or choosing Insert→Pages→Page Break

### **Many-to-many relationship**

Relationship where two tables each have matching records in the other table but do not share key fields, so they use a third junction table to tie other tables and complete the relationship; e.g., one vendor provides many different products, and one product is available from many vendors

**Marquee** Animated dashed line that surrounds selected cells during an operation, such as a cut or copy

**Merge** To combine the contents of two or more table cells to create a single table cell

**Merge fields** Placeholder in a mail merge main document that instructs Word to insert information from a data source

**Microsoft Graph** Program integrated into many Office applications that allows for the creation of charts when Excel is not installed

**Mini toolbar** Toolbar containing common formatting commands that appears when text is selected

**MLA style** *Modern Language Association Handbook for Writers of Research Papers*; shows how to work with sources in expository writing

**Modified block** Letter style that aligns the date and signature lines at the center of the page and all other lines at the left margin; the first line of paragraphs may be indented

**Navigation Pane** In Access, the Objects Panel that lists existing database objects (specifically, tables, queries, forms, and reports)

**Navigation task pane** The panel on the left side of the Word window to help navigate to places in a document using headings, pages, or search tools

**Nonadjacent** Arrangement of cells, objects, or files not next to each other; may be selected as a group using [Ctrl]; also known as *noncontiguous*

**Nonbreaking spaces** Spaces inserted between two or more words to keep those words together on the same line

**Normalization** Organizing tables and fields into their smallest distinct parts and then linking the data through key field relationships; eliminates data duplication, decreases data entry errors and inconsistencies, and reduces file size

**Object** Database structure used to store or reference data

**One-to-many relationship** Most common relationship, where each record in Table A can have multiple matching records in Table B, but a record in Table B can have only one matching record in Table A

**One-to-one relationship** Least frequently used relationship, where the related fields are primary keys, and each record in Table A can have only one matching record in Table B, while each record in Table B can have only one matching record in Table A

**Operators** Arithmetic symbols used to perform mathematical operations or compare values, specifically add (+), subtract (-), divide (/), multiply (\*), exponential (^) and parenthesis ( )

**Order of calculations** Standard order for performing mathematical operations, where expressions in parenthesis are performed first, followed by exponents, followed by multiplication or division, followed by addition or subtraction, and then in a left-to-right order

**Orientation** Direction in which the page is turned for viewing and printing, either Portrait (short edge on top) or Landscape (long edge on top)

**Outline panel** Located on the left side of the screen; displays the text content of each slide

**Paragraph** In Word, a paragraph is created anytime you tap [Enter]; can consist of several lines, a single line, or a blank line

**Paragraph styles** Styles used to format a paragraph or selected group of paragraphs; may include character formatting

**PDF (Portable Document Format)** Document format in which the file looks the same on all types of computers

**Primary key** Unique ID that cannot be the same for any two records (e.g., a student ID)

**Primary sort field** First field sorted; a LastName field is typically the primary sort field

**Print Preview** Feature that allow you to see how a file will look when printed

**Promote text** To reduce text indentation so it appears closer to the left margin and, if numbered or bulleted, elevates the text to the next higher number or bullet level

**Property** Field attributes that control features such as format, field size, font size, weight and color; available properties depend on the data type

**Property Sheet** Panel on the right side of a design window used to set values for controls, such as font size, color, alignment, etc. depending on the type of control

**Queries** Object used to select, search, sort, and extract table data based on criteria and conditions; displays results in a row and column format

**Query design grid** Enables you to place desired fields onto columns and provides rows to sort the data or set specific search criteria

**Quick Access toolbar** Graphical User Interface (GUI) that contains buttons for frequently used commands; can be customized according to your preference

**Range** Multiple cells in adjacent rows, columns, or both rows and columns

**Record** Collection of details (fields) about an individual person, place, or thing, such as an employee record or a product record

**Record source** Field property that connects text boxes in a form, subform, or report to a field in an underlying table or query

**Relationships** Connect data in one table to data stored in other tables through the use of key fields

**Relational database** Contains two or more linked tables related by unique and identifying key fields (e.g., a ProductID that allows product information to be stored only once in the Products table, yet is available to all linked tables, queries, forms, and reports)

**Reports** Database pages that present processed and summarized data from tables and queries as meaningful information in an easy-to-read format; designed to be printed

**Reserved words** Terms with special meanings; cannot be used as field names

**Resume Reading** Bookmarking feature that remembers where you were last working in a document; the next time you open the document, clicking the bookmark jumps you to that location

**Return feature** Item on a Query Design tab that enables you to set the number of records to be displayed (returned) in the query results

**Ribbon** Band at the top of an application window that contains commands that help you perform tasks; organized in tabs that relate to a particular type of activity and groups that contain related commands

**Rows** Horizontal groups of cells in a table

**Scaling** Enlarging or reducing an object's overall size to a percentage of its original size

**Sections** In PowerPoint, the grouping of slides treated as a single object, making it easy to change the order of large blocks of slides; in Access, the major parts of the form, such as the Form Header, Form Footer, Detail, Page Header, and Page Footer; section bars separate form sections

**Secondary sort field** Second field sorted when multiple records contain the same data in the primary sort field; FirstName is often a secondary sort field

**Select query** Database inquiry that selects only the requested records

**Select (highlight) text** To drag over the desired text with the mouse pointer or other techniques; used in preparation for tasks such as formatting and copying

**Short Text data type** Default data type of a field; can contain up to alphanumeric 255 characters

**Show/Hide** Displays nonprinting characters such as tabs, spaces, and paragraph symbols onscreen for easy access

**Slide layout** Preset layout of placeholder boxes on a slide

**Slide Show toolbar** Contains navigation controls, drawing tools, and options to be used during a slide show presentation; located in the bottom-left corner of a slide during a slide show

**Slide transition** Animation that occurs when navigating from one slide to the next during a slide show

**Slides panel** Located on the left side of the screen; displays thumbnails of each slide

**SmartArt** Predesigned graphic images you can add to a file; categories include List, Hierarchy, Pyramid, etc.

**Sort** To arrange of data in alphabetic, numeric, or date order; can be in ascending (low to high) or descending (high to low) order

**Sparklines** Miniature charts in worksheet cells that illustrate the direction (increasing or decreasing) of a cell range in one row or column

**Split** To create two or more table cells from a single table cell

**Split form** Two synchronized views of a table data in Layout/Form View and Datasheet View, shown simultaneously

## **Structured Query Language (SQL)**

Database management programming language used by MySQL and other systems; uses commands such as SELECT, FROM, WHERE, and JOIN

**Style** Group of formats that allows you to quickly apply multiple formats at once; when a style is modified, all text with the style applied is updated with the modification; also known as Quick Styles

**Tab** Area on the Ribbon that contains groups of commands; also, a code that sets a specific amount of space between two text items

**Tab order** Order in which Access moves among form fields when you press **Tab** or **Enter**

**Tab stop** Preset stop along the horizontal ruler set at every half inch to control and align text; can be customized

**Table** In Access, a file or collection of related records; contain the data used in all other database objects

**Table style** Style applied to table cells, rows, or columns to ensure consistency

**Template** Preformatted document layout used as the basis for new documents to maintain consistency among documents; usually contains text, paragraph, table, graphics, and other formats

**Text box** Control that displays the actual data stored in a field (e.g., Smith might be the data displayed in a LastName text box linked to the LastName field in an Employees table)

**Theme** Set of formatting selections that can be applied to a workbook; includes colors, graphic elements, and fonts all designed to work well together

**Title bar** Appears across the top of the application window, contains the name of the application and the name of the current file

**Total row** Can be displayed on a query grid to add aggregate functions to total, average, or find minimum/maximum values

**Touch-mode screen** Allows you to interact with a touchscreen by tapping or swiping your fingers on the screen

**Toggle** Button or setting that switches on when clicked and switches off when clicked again

**Trendlines** Lines that illustrate the direction (increasing or decreasing) of one data series in a chart

**Unbound control** Item that is independent of any table data, such as a shape, image, or text used for a title

**Wildcards** Special characters, such as an asterisk (\*), used to represent multiple characters or a question mark (?) to represent any single character

**Wizard** Tool that walks you through the selection and ordering of specific fields from the tables or queries that contain the data you want to place onto a form, query, or report

**Word Wrap** Automatic moving of text to a new line when it extends beyond the right margin of a paragraph; eliminates the need to tap **Enter** at the end of lines within a paragraph

**Work Area** Main part of the screen where you design tables, queries, forms, and reports; where you enter data into tables and forms

**Workbook properties** Information about a workbook that is saved with the workbook contents

**Workbook theme** Preset design consisting of color scheme, text formatting, and placeholder positions

**Zoom** Command that changes the onscreen levels of magnification