

# Glossary

**@function** A built-in formula that can be used alone or in other formulas. @Functions provide shortcuts for computations.

**3-D block references** Block references that link data between different notebook pages. 3-D block references are most often used in 3-D formulas.

**3-D formulas** Spreadsheet formulas that incorporate data from more than one page on a notebook by employing 3-D block references.

**3-D selection** A block of cells selected on a series of consecutive spreadsheet pages.

**absolute reference** A reference to a fixed point in a spreadsheet.

**active cell** The cell that receives the data or formula you enter.

**AND query** A query where search criteria are placed in more than one field and all those criteria must be met before Quattro Pro displays a record.

**arguments** The information used in a calculation.

**arguments** The cell coordinates used in @functions.

**ascending order** A sort order that sorts your data from lowest value to highest (A-Z or numerical).

Ascending order is the default sort order.

**axis labels** In a chart, text used to show what each point on an axis represents.

**block** A rectangular area consisting of two or more cells. A block can be selected before formatting or editing cells. A block can also be referenced in a formula.

**block coordinates** The cells within a block as designated by the address of the top left cell, two periods, and the address of the right bottom cell.

**button** On the Toolbars, an item that enables you to choose commonly used commands or series of commands with the mouse.

**cell** In an electronic spreadsheet, the intersection of a row and column. It is the most basic unit for storing data.

**cell address** The name of a cell, formed by the combination of its column and row coordinates. For example, the intersection of column B and row 2 is cell B2.

**cell names** Easy-to-remember identifiers created to refer to a range of cell on a sheet.

**cell reference** In a formula, the column and row number that refer to a cell's address.

**chart** A graphical representation of spreadsheet data that is usually linked to that data. Charts make the data clearer, more understandable, and easier to interpret. Charts are also excellent vehicles for data analysis and presentation.

**Chart Expert** A special feature of Quattro Pro that guides the user through the process of creating a chart.

**chart pane** The area of the chart containing the bars or lines that represent the data series.

**chart style** A determination that indicates the more specific characteristics of a chart within a chart type. For example, a bar chart might be a three-dimensional bar chart or a stack bar chart. Also known as specific chart type.

**chart type** The category of chart. For example, bar chart or pie chart. Also known as general chart type.

**chart window** A window that contains a chart. Charts created with