

tab scroller A graphic element that enables you to display tabs for pages not currently visible.

target sheet In a notebook with multiple sheets, the sheet to which you are copying sheet data taken from another sheet.

templates A spreadsheet designed for a specific application. A template can be edited for individual use.

text boxes Additional text that you create and place anywhere on a chart. This text is not linked to an object on the chart.

title bar The bar at the top of a window containing the program's title, filename, minimize button, maximize button, and close button.

tool On the Toolbar, an item that enables you to create an object.

Toolbar In Quattro Pro, the bar above the Property Bar containing tools and buttons used for formatting and performing various functions.

top headings The column borders that appear in printed copy.

Undo The command used to reverse the last action you performed.

unlock To unfreeze rows and/or columns on the sheet so that titles are no longer locked.

unprotected cells The cells that can be modified after sheet protection is enabled. You must designate which cells you want to be unprotected.

unsynchronized Panes that are arranged to allow each pane to scroll independently of the other, within limits, with each pane using its own set of scroll bars.

user word list A list where the user can store words not found in the main dictionary.

value A numeric entry. Values are divided into three groups: numbers, dates and times, and formulas.

vertical alignment The process of aligning cell entries at the top, center, or bottom of a cell.

vertical bar The | character, used to align text in headers and footers.

views Copies of the notebook displayed in separate panes.

wildcards In a database search, special symbols used to represent characters that might vary, allowing you to locate data that contains some or all of the characters.

x-axis The reference line in a chart, usually horizontal.

y-axis The reference line in a chart, usually vertical.