

the name, address, zip code, and telephone number of one person.

**relative reference** A cell reference that changes when copied to reflect its new position on the spreadsheet.

**ROUND function** A mathematics and trigonometric function that rounds a number to the number of digits specified.

**row** A horizontal line of cells in a spreadsheet, identified by row numbers.

**row border** A number on the left side of each row that identifies that row.

**scroll bar** A graphic element that is used to scroll horizontally or vertically to view a large spreadsheet. There are two scroll bars. One is to the right of the document window, and the other is at its lower edge.

**search formulas** Logical formulas used in a database search.

**seed** The cell(s) used by the QuickFill feature as the basis for the pattern.

**Select All button** The button, located in the upper left of the notebook window, used to select all the cells on the active page.

**selection handles** Small black boxes that appear around the selected objects in a chart.

**selector** The black outline around a cell that indicates that the cell is selected.

**separation point** When splitting panes, the area at which you want the screen to be divided.

**serial number** The number used to represent dates and times. In the serial number, date and time elements are separated by a decimal point. Numbers to the right of the decimal point in a serial number

represent the time, numbers to the left represent the date.

**series labels** In a chart, text that delineates the data points. See also data labels.

**sheet** A spreadsheet page consisting of a grid that is divided by rows and columns.

**sheet protection** A way of protecting sheet data. With sheet protection, all the protected cells on the sheet cannot be modified.

**soft page break** Automatic ends or breaks in printed pages.

**sort cells** The database or block of cells to be sorted.

**sort key** The database field by which you sort.

**source sheet** In a notebook with multiple sheets, the sheet that originally contained the data being linked to another sheet.

**specific chart type** Another term occasionally used to refer to the chart style.

**SpeedFormat** The Quattro Pro feature used to apply preset formats to text and numbers.

**Spell Checker** The feature that searches through a selection for words not contained in its dictionary, such as misspelled, duplicated, or irregularly capitalized words.

**spreadsheet** The electronic equivalent of a pencil and traditional ledger paper. Spreadsheets are often used to store and manipulate data.

**synchronized** Panes that are arranged so that when you scroll one pane, the other scrolls at the same time. This is the default option.

**syntax** The rules you must follow when working with formulas.

**tab** A graphic element that enables you to switch to a specific page in a notebook.