the changes that can be made to individual objects.

Objects sheet The sheet at the end of a notebook that contains an icon for each graph and slide you create, as well as icons for custom dialog boxes.

operator A mathematical symbol that shows which type of calculation is being performed.

OR query A query where search criteria are placed in additional example rows of the criteria tables so that Quattro Pro will display records that match the criteria for all example rows.

output cells A designated block containing the extracted or copied outcome of a database search. This lets you manipulate and analyze this subset of data without affecting the original data.

pane splitter A sheet object that lets you split the panes. You can manipulate the pane splitter only by using the mouse.

panes Small windows that allow you to break your sheet into sections that you use independently. Also used to refer to the five screens of the Chart Expert.

PMT function A financial function that you can use to calculate periodic payments for loans based on constant payments and a consistent interest rate.

point size The unit used to measure the size of fonts. The larger the point size, the larger the font.

pointer The arrow-shaped cursor on the screen that indicates the position of the mouse.

portrait orientation The page orientation where data is printed across the short part of the paper.

print block A block address used to tell Quattro Pro to print only a portion of a spreadsheet.

Print Preview A screen that enables you to see exactly what your spreadsheet will look like when it is printed.

Print Scaling The feature in which Quattro Pro shrinks the page setup settings of a spreadsheet so that all the data fits on one page.

properties The characteristics of an object such as fonts, enhancements, and notebook names.

Property Bar The group of controls located under the Toolbar. The Property Bar allows you to change object properties without the use of menus or Object Inspectors.

protected cells The sheet cells that cannot be modified when sheet protection is enabled. By default, all cells are protected.

pull-down menu A list of menu items or commands that appears when a menu heading is accessed from the menu bar.

query by example A method used to locate information in a database. The examples are entered into the criteria table.

QuickCorrect A feature that works with you as you type, enabling you to avoid common typing errors.

QuickFill The Quattro Pro feature used to fill a block with a series such as Monday, Tuesday, Wednesday,... or 10, 20, 30.

QuickMenu Menus that contain the commands most often applied to the selected type of data. The QuickMenu appears when you right-click the mouse.

record In a database, a set of related data that corresponds to a row in the database. It contains alphanumeric data that, for example, might refer to