

general chart type Another term occasionally used to refer to the chart type.

hard page break A manual page break, inserted by the user. Hard page breaks override the soft page breaks inserted by Quattro Pro, and they insert a new row into the spreadsheet.

header Text at the top of the page, such as a page number or date.

hide To conceal columns of data. Most useful when hiding confusing or superfluous data.

horizontal alignment Right aligning, left aligning, or centering data from the right or left edge of the cell.

IF function A logical function used to evaluate a condition by returning one of two possible expressions or values.

in-cell editing The technique that enables you to edit the contents of a cell directly in the cell itself rather than by activating the input line.

initializing The process of using field names to create a group of cell names that reference the first row in the database cells. This lets you use the cell names to represent fields when you are specifying conditions using search formulas, making the search condition easier to understand.

input line The area on the spreadsheet where data is entered and edited. It displays the data stored in the active cell.

label A text entry, such as the word "Total".

label prefix The character that comes at the beginning of a label and tells Quattro Pro how to align that text.

landscape orientation The page orientation where data is printed across the long part of the paper.

left headings Row borders that appear in printed copy.

legend In a chart, a graphic object that defines what each data series represents by listing the data series and using colors and patterns to differentiate one data series from another.

linked sheet cells The data used to create a chart and displayed on the chart. When the data in the sheet changes, the linked sheet cells on the chart are automatically updated.

lock To freeze specific rows and/or columns on the sheet as titles so that the horizontal and vertical headings remain stationary while you move through the sheet data.

logical function A type of function that enables you to make decisions by letting the sheet evaluate a condition.

logical operator An important part of any logical function, the equivalent of the operators used in any other type of formula. Quattro Pro uses logical operators to determine the appropriate response to a logical question.

Model Copy A copy command that allows absolute references to be copied relatively to a new location while retaining the absolute format.

notebook A collection of spreadsheets stored in the same file.

notebook window The window in which the spreadsheet is displayed.

object A part of the program that is easily changed. For example, blocks of data, entire notebooks, pages, and graphic are all objects.

Object Inspector A dialog box that provides a quick way to display all