the Chart Expert usually do not open into chart windows.

column A vertical line of cells in a spreadsheet, identified by a column letter.

column border A letter at the top of each column that identifies that column.

condition In a logical function, a comparison of two pieces of information using a logical operator. Also used to refer to a type of search criteria defined when entered as a logical formula.

constant value The value entered in a cell.

criteria table In a database, an area in a spreadsheet into which search conditions are entered. Each criteria table has at least two rows.

data The information entered and stored in a spreadsheet. Data ban be a number (including a date or a time), a formula, or text.

data labels In pie charts and column charts, text that delineates the data points. See also series labels.

data points Values from sheet cells represented on a chart.

data series In a chart, a cell of values, taken from a notebook sheet, from which the chart is graphed. Each bar is drawn with a different color or pattern to distinguish it from the others.

database An organized list of information.

database cells In Quattro Pro, a block of cells containing database information.

descending order A sort order that sorts your data in reverse (Z-A or inverse numerical) order.

dynamic data A type of data that updates in the target cell if you change the data in the source cell.

exact match A type of search condition. Exact matches are defined when you enter search criteria in one or more than one field of the same example row.

Experts A feature that demonstrates alternate ways to perform tasks and enables you to perform some features at a basic level with virtually no instruction.

extract To copy the outcome of a criteria search into designated cells referred to as output cells.

field In a database, one category of information. Records are organized into fields according to the column titles in the database and named according to the column titles.

field name The name of a field, as determined by the corresponding column title.

file A notebook that has been saved to disk.

fill A color or pattern used to fill a cell, block or selected object.

Find mode The mode that becomes active when a search is being performed for records in a database.

floating chart A chart created on the notebook sheet.

font The typeface used to display data.

footer Text at the bottom of the page, such as a page number or date.

formula A cell entry that Quattro Pro uses to perform calculations. A formula can include numbers, operators, and cell references.

Formula Composer A tool that helps you through the process of building and editing functions in your worksheet.

general alignment The default alignment in which Quattro Pro right-aligns values and left-aligns labels.