

[MS-OFCGLOS]:

Microsoft Office Client Master Glossary

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1 0-9

2-D chart: A chart that represents data on two axes, x and y, and displays chart objects in flat graphical formatting.

3-D Phong shading: A shading algorithm that is used to apply shading to 3-D charts. The algorithm interpolates color between points on the surface of a chart to give a smooth 3-D appearance.

2 A

A1: A reference style in which each column is identified sequentially from left-to-right with a letter or series of letters in alphabetical order. Column headings are ordered A-Z, then AA-AZ, BA-BZ...ZA-ZZ, AAA-AAZ, and so on. Each row is numbered sequentially from the top down.

absolute path: A string that identifies the location of a file and begins with a drive identifier and root directory or network share and ends with the complete file name. Examples are C:\Documents\Work\example.txt and \\netshare\Documents\Work\example.txt.

absolute reference: A reference to a fixed location on a sheet. An absolute reference always refers to the same range even if the formula that contains it is moved or copied to a new location.

absolute URI: An absolute uniform resource identifier (URI), as specified in [\[RFC3986\]](#).

absolute URL: A subset of absolute URIs that, in addition to identifying a resource, provides a means of locating a resource by describing its primary access mechanism, as specified in [\[RFC3986\]](#).

accelerator key: Any combination of keys that are pressed simultaneously to run a command.

access model: A protocol that specifies how communication is handled between different components in a server system with respect to how a user's requests for resources are authorized.

access URL: The internal URL that is used by a crawler to identify and access an item.

action: (1) The smallest unit of work in a workflow system. An action can contain one or more tasks that define work that actors need to do. Actions are deployed and registered in the workflow system to be activated by protocol client users.

(2) A unit of work that can be performed by a workflow and is typically defined in a workflow markup file.

activate: (1) The process of making a form template available on a site collection so that it can be filled out by using a Web browser or Microsoft® Office InfoPath® 2007, depending on whether users have Office InfoPath 2007 installed. After it has been activated, the form template appears in the FormServerTemplates library of that site collection.

(2) The process of creating a new action instance in a workflow.

active cell: The cell that is currently selected in a worksheet.

Active Directory Service Interfaces (ADSI): A directory service model and a set of Component Object Model (COM) interfaces. ADSI enables Windows® applications and Active Directory® clients to access several network directory services, including Active Directory Domain Services.

active pane: The pane that currently has focus or contains the current selection or object.

Active Server Page Extension (ASPX) page: A file that contains embedded server-side scripting that is executed on a server and sent to and displayed in a client Web browser as a standard HTML file. ASPX is the file name extension used for ASP pages that are written with ASP.NET.

Active Server Pages (ASP): A server-side scripting engine that was developed by Microsoft® and is designed to dynamically generate a Web page.

active sheet: The currently selected sheet.

ActiveX control: A reusable software control, such as a check box or button, that uses ActiveX® technology and offers options to users or runs macros or scripts that automate a task. See also ActiveX object.

ActiveX Data Objects (ADO): A data access interface that connects to, retrieves, manipulates, and updates data in object linking and embedding (OLE) database-compliant data sources.

ActiveX object: An object that is supplied by a component that supports automation.

adaptive menu: A type of menu that displays the most recently used commands at the top of that menu.

add-in: Supplemental functionality that is provided by an external application or macro to extend the capabilities of an application.

add-in function: A worksheet function that is provided by an add-in, instead of being built-in.

adjacent cell: A cell that is in the same row as and adjoins the current cell in a worksheet.

administrator-approved form template: A browser-compatible form template that has been uploaded by an administrator to a server running InfoPath® Forms Services. An administrator-approved form template can include code.

ADO: See ActiveX Data Objects (ADO).

ADO connection: A connection that uses the ActiveX Data Objects (ADO) data access interface.

ADO data source: Data and the information that is needed to access that data from applications and databases that support the ActiveX Data Objects (ADO) data access interface.

aggregatable server: A Component Object Model (COM) server that can be contained by another COM server and that allows its interfaces to be used as if they were defined by the server that contains it.

aggregation: A mechanism for reusing objects. The outer object exposes interfaces from one or more inner objects as if they were implemented on the outer object itself.

aggregation function: A function, such as sum or average, that appears in the total row of a table and is used to summarize data.

alert: (1) An Internet message that is sent to subscribers automatically to notify them when user-defined criteria are met. Alerts are generated automatically when items such as documents, Web pages, list items, sites, or other resources on a server are changed.

(2) A message that is passed to a protocol client to notify it when specific criteria are met.

alert GUID: A fixed GUID value in an Internet message header that identifies an Internet message as an alert.

alert metadata: The values contained in the X-headers of an alert.

alert subscription: A request to receive an Internet message automatically when user-defined criteria are met. Such messages are generated automatically when items such as documents, Web pages, list items, sites, or other resources on a server are changed.

ALL: A multidimensional expression (MDX) that evaluates a hierarchy and returns a set that contains all members of the specified hierarchy.

alternate startup directory: The secondary location of files to be opened by an application when the application starts.

Analysis Services: The abbreviated name for Microsoft® SQL Server™ Analysis Services, which is used to create and maintain multidimensional data that is sent to clients in response to queries. Also referred to as Online Analytical Processing (OLAP) server.

ancestor: A PivotTable® member that is above the current PivotTable member in the hierarchy.

anchor: A set of qualifiers and/or quantifiers that specifies the location of an element or object within a document. These values are typically relative to another element or known location in the document, such as the edge of a page or margin.

anti-moniker: A Component Object Model (COM) object that is the inverse of a simple moniker and has no internal structure; it is the inverse of a COM implementation of a file, an item, or a pointer moniker. An anti-moniker that is composed to the right of a file moniker, item moniker, or pointer moniker composes to nothing.

application identifier: (1) A unique integer that identifies a protocol client application.

(2) A string that is used to look up information in a single sign-on database.

application session: The period of time when an application is running. When an application starts, the session starts. When an application quits, the session ends.

approval line: A sequence of approval participants in an approval workflow.

array formula: A formula that performs multiple calculations on one or more sets of values, and then returns either a single result or multiple results. Array formulas are enclosed between braces { } and are entered by pressing CTRL+SHIFT+ENTER.

ascending order: A sort order in which text strings are arranged in alphabetical order, numerical values are arranged from smallest to largest, and dates and times are arranged from oldest to newest.

ASP.NET: A set of technologies in the Microsoft® .NET Framework for building, deploying, and running Web applications, distributed applications, and Web services.

ASP.NET control: A server-side component that encapsulates user interface and related functionality. An ASP.NET server control derives directly or indirectly from the System.Web.UI.Control class. The superset of ASP.NET server controls includes Web server controls, HTML server controls, and ASP.NET mobile controls.

assembly: A collection of one or more files that is versioned and deployed as a unit. An assembly is the primary building block of a .NET Framework application. All managed types and resources are contained within an assembly and are marked either as accessible only within the assembly or as accessible from code in other assemblies. Assemblies also play a key role in security. The code access security system uses information about the assembly to determine the set of permissions that code in the assembly is granted.

assembly name: The name of a collection of one or more files that is versioned and deployed as a unit. See also assembly.

atom: A unit of information that cannot be divided into smaller parts, and is accepted or rejected in its entirety.

atom record: A record that contains presentation data. Analogous to a file system, atom records are similar to files that contain data and container records are similar to directories that provide structure and hierarchy for atom records.

atom table: A lookup table of a specific data type in which the data cannot be divided into smaller parts.

atomized: A condition in which the organization of a particular type of data cannot be divided into smaller parts.

attachment: An external file that is included with an Internet message or associated with an item in a SharePoint list.

attribute drilldown: The process of examining the non-atomic constituent parts, such as properties or data elements, that make up an object.

attribute hierarchy: A single-level Online Analytical Processing (OLAP) hierarchy that uses only an attribute or a column from the source back-end relational database as its hierarchy. The attribute hierarchy usually has the same name as the attribute and is always associated with the attribute on which it is based.

Audio Interchange File Format (AIFF): A sound file format that was originally used on Apple and Silicon Graphics (SGI) computers. AIFF stores waveform files in an 8-bit monaural format. See also waveform (WAV).

Audio Video Interleaved (AVI): A multimedia file format for sound and videos that uses the Microsoft® Resource Interchange File Format (RIFF) specification.

auto republish: A setting to automatically save changes to a previously published Web page.

AutoComplete: A feature that automatically suggests text based on the first few characters that a user types.

AutoCorrect: A feature that automatically corrects errors and makes other substitutions in a document by using default and user-defined settings.

AutoFilter: A mechanism by which tabular data can be filtered according to user-defined criteria such as values, strings, and formatting.

AutoFilter item: A value that is used to populate the AutoFilter.

AutoFormat: A built-in set of complementary formatting options that can be applied to ranges of cells and other objects in a document.

automatic calculation mode: A calculation mode in which formulas in a worksheet are automatically recalculated whenever a change occurs in the data. See also manual calculation mode.

Automation server: An application that enables its objects, methods, and properties to be controlled by other applications via OLE Automation.

Automation type library: A file or a component within a file that contains OLE Automation standard descriptions of exposed objects, properties, and methods for an application.

AutoRecover: A feature that recovers document and application states in the event of a hardware or software failure.

AutoShow: A filter option that allows the user to display a specified number of the top- or bottom-most items within a PivotTable® field.

axis label: The text or number that identifies the categories or the scaling of an axis. The axis label usually appears below or to the left of the axis.

3 B

background color: A color against which characters, patterns, and graphics are displayed.
See also foreground color.

bare e-mail address: A specific Internet identifier that contains a locally interpreted string followed by an at sign (@) and an Internet domain, as specified in [\[RFC2822\]](#).

Base 64 encoding: A binary-to-text encoding scheme whereby an arbitrary sequence of bytes is converted to a sequence of ASCII characters, as specified in [\[RFC4648\]](#).

base URL: A URL that is specified for a Web page to convert all relative URLs on that page to absolute URLs. A base URL ends with either a file name, such as `http://www.example.com/sample.htm`, or a slash, such as `http://www.example.com/subdir/`. See also absolute URL.

basic page: A Web Part Page that contains only one Web Part zone and, by default, a Content Editor Web Part.

basic toolbar: A toolbar that consists of a row, column, or block of buttons, each of which perform an action when activated. Unlike a menu toolbar, which displays only text labels, a basic toolbar can display both text and icons.

beta: A pre-released version of a product that is sent to customers and partners for evaluation and feedback.

bidirectional compatibility: The ability to display and process text in two directions, right-to-left and left-to-right.

Binary Interchange File Format (BIFF): The binary file formats that are used to save Microsoft® Office Excel® workbooks.

binary large image or picture (BLIP): A binary data structure that stores information about a metafile (image) or bitmap (picture).

binary large object (BLOB): A discrete packet of data that is stored in a database and is treated as a sequence of uninterpreted bytes.

bind: The process of connecting controls to fields or groups in the data source of an InfoPath form. When controls are bound to fields and groups, changes to the data in a control automatically update the data that is in the corresponding fields or groups in the data source. Similarly, changes to the data in the data source automatically update the data that is displayed in the controls that are bound to the corresponding fields and groups.

bitmap (BMP): A representation of characters or graphics by individual pixels. The pixels can be arranged in rows (horizontal) and columns (vertical). Each pixel can be represented by 1 or more bits.

blind carbon copy (bcc) recipient: An addressee whose name is not visible to other addressees of an Internet message.

BLIP: See binary large image or picture (BLIP).

BLOB: See binary large object (BLOB).

block cipher: A cryptographic algorithm that transforms a group of plaintext bits, referred to as a block, into a fixed-size block of cipher text. When the process is reversed, a fixed-size block of cipher text is transformed into a block of plaintext bits. See also stream cipher.

blog: (1) A Web site that contains a series of posts about a subject and is arranged in reverse chronological order. Also referred to as Web log.

(2) The process of writing or publishing entries to a blog.

bookmark: An entity that is used in a document to denote the beginning and ending character positions of specific text in the document, and optionally, metadata about that text or its relationship to other referenced parts of the document.

Boolean: An operation or expression that can be evaluated only as either true or false.

border: A line that can be applied to the outer edge of a cell, shape, object, or chart element. A border can be variously formatted for style, color, and thickness.

border formatting: A set of properties that, as a whole, specify the appearance of a border, such as color, line style, and thickness.

border style: See border formatting.

border thickness: A property of a border that specifies how thick a border line is drawn.

bot: A structured HTML comment, also referred to as a Web bot, that is processed by the front-end Web server when the containing document is opened by or saved to the server.

bottom N filter: A filter that matches the smallest numerical values or oldest time and date values in a specified range.

bottom N filter by count: A bottom N filter that matches the N smallest numerical values or the N oldest time and date values.

bottom N filter by percent: A bottom N filter that matches the N percent smallest numerical values or the N percent oldest time and date values.

bottom N filter by sum: A bottom N filter that matches the smallest numerical values or the oldest time and date values whose sum is equal to or greater than N.

bounding rectangle: A frame that encompasses an object. A bounding rectangle is not rotated and, therefore, always aligns along the x and y axes.

Briefcase: A system folder in Windows® that is used to share and synchronize files between computers.

browser compatibility: The extent to which an InfoPath form template can open and work correctly in a Web browser when it is hosted on a server that is running InfoPath® Forms Services.

browser-compatible form template: A form template that is designed for publication to a server that is running InfoPath® Forms Services.

browser-enable: The process of converting an InfoPath form template into a format that can be rendered in a Web browser, and publishing it to and activating it on a server that is running InfoPath® Forms Services.

browser-enabled form template: A form template that is published to a server that is running InfoPath® Forms Services and is also activated for use on that server.

browser-optimization issue: A performance-related issue that occurs when an InfoPath form is accessed and filled out by using a Web browser.

bubble size: A value that represents the diameter of a bubble in a bubble chart.

build: (1) An animation effect that is applied to content on a presentation slide. The complete animation for a given piece of content is specified as a sequence of builds, where each build causes parts of the content to appear, disappear, move, or be emphasized in some manner.

(2) See build number.

build identifier: An integer that identifies a build.

build number: Part of a sequential numbering system that is used to differentiate one version of a software product from another.

built-in cell style: A predefined set of formatting options that can be applied to a range.

built-in control: A control that is included with Microsoft® Office InfoPath® and appears by default in the Controls task pane.

built-in function: A function that is native to an application and is made available for use in formulas.

built-in name: A member of the group of defined names that are reserved for specific functionality.

business logic: A set of rules, formulas, validation, and code that define the limits and methods for processing data that is entered into an InfoPath form.

Business Logic Module: A module that contains Business Logic software and is called to enforce data constraints and/or perform tasks that are loaded and executed in a host-specific run-time environment.

Business Logic Module Reference: A string of characters that identifies a particular Business Logic Module.

business object: An object that performs a defined set of operations, such as data validation or business rule logic, related to a business process or workflow.

ButtonPopup control: A type of Button control that displays a menu of related commands when activated.

byte order mark: A Unicode character that is used to indicate that text is encoded in UTF-8, UTF-16, or UTF-32.

4 C

cabinet (.cab) file: A single file that stores multiple compressed files to facilitate storage or transmission.

calculate: The process by which computations in a workbook are performed.

calculated column: A column in a table that contains a formula that is automatically copied to each record in the column.

calculation mode: A setting that determines whether the formulas in a worksheet are recalculated automatically or manually.

callout: A set of characters that describes or emphasizes an element of a drawing or image and is connected to that drawing or image by a line.

camera picture: An image of a range of cells that is generated by using the camera tool. The image can be linked such that when the data in the source range changes, the image is automatically updated.

CAML: See Collaborative Application Markup Language (CAML).

canvas: An area upon which multiple shapes can be drawn or displayed. The shapes can be moved and resized as a unit because they are contained within the drawing canvas.

caption: One or more characters that can be used as a label for display purposes or as an identifier.

carbon copy (cc) recipient: In an Internet message, an addressee whose name is visible to other addressees and is not necessarily expected to take any action. The message is for informational purposes only for that addressee.

cascading style sheet (CSS): An extension to HTML that allows authors and users of HTML documents to attach style sheets to those documents, as specified in [\[CSS-LEVEL1\]](#) and [\[CSS-LEVEL2\]](#). A style sheet includes typographical information about the appearance of a page, including the font for text on the page.

catalog: A table that defines the structure and relationships of a set of tables in a database.

category: (1) A custom string that is used to group one or more documents.

(2) A string that is used as a suggestion for a document category on a site.

(3) A subdivision of items into useful groups such as geographical regions. For example, categories representing geographical regions could be North, South, East, and West.

category label: A label that appears on the horizontal (x) axis of a chart and identifies the categories of the source data.

CDATA section: A section in an XML document that is bracketed by [!CDATA[and]] characters. All data in this section, including markup tags, is treated as normal characters by an XML parser.

cell: A box that is formed by the intersection of a row and a column in a worksheet or a table. A cell can contain numbers, strings, and formulas, and apply various formats to that data.

cell contents: The data inside a cell, such as text, values, formulas, and cell error values.

cell error value: Any of a number of special values that are returned as a result of an unsuccessful formula calculation.

cell formatting: The set of properties that, as a whole, specify the appearance of a cell, such as font characteristics and fill color.

cell margin: A measurement of the distance between the border of a cell and the nearest pixel in a character or digit of data in the cell. There are top, bottom, right, and left margins.

cell reference: A set of coordinates that a cell occupies on a worksheet. For example, B3 is the reference of a cell that appears at the intersection of column B and row 3.

cell spacing: A measurement of the distance between the cells of a table or worksheet. Most tables and worksheets are implemented with contiguous cells, in which case the cell spacing value is zero. See also cell margin.

cell value: A term for the text or numeric content of a cell, or the results of a formula. The cell value does not include the formula expression, cell formatting, or other metadata.

center-across-selection alignment: A formatting setting that centers cell content horizontally within a selected range of cells.

centered alignment: A formatting setting that specifies how content is positioned within the horizontal, vertical, or both horizontal and vertical space within a cell, object, or page. When centered, content is equidistant from the edges of the cell, object, or page.

CGAPI: An API that is implemented by grammar checkers that have been licensed to Microsoft Corporation by external vendors.

character pitch: A quality that measures the number of characters that can be printed in a horizontal inch. Pitch is typically used to measure monospace fonts.

character set: A mapping between the characters of a written language and the values that are used to represent those characters to a computer.

chart area: A region in a chart object that is used to position chart elements, render axes, and plot data.

chart data table: See data table (2).

chart sheet: A single logical container that is used to create and store charts in a workbook.

chart sheet view: A set of display settings such as zoom level for a chart sheet window.

check in: The process of placing a file or project into a source repository. This releases the lock for editing and enables other users to view the updated file or check out the file. See also check out.

check out: The process of retrieving a writable copy of a file or project from a source repository. This locks the file for editing to prevent other users from overwriting or editing it inadvertently. See also check in.

checked out: A publishing level that indicates that a document has been created and locked long-term for exclusive editing by a particular user in a version control system.

checksum: A value that results from the summation of a byte stream. By comparing the checksums computed from a data item at two different times, one can quickly assess whether the data items are identical.

child: An object that is immediately below the current object in a hierarchy.

child element: In an XML document, an element that is subordinate to and is contained by another element, referred to as the parent element.

child hierarchy: A set of objects that is both embedded in a parent object and contains zero or more child objects.

child PivotTable member: A PivotTable® member that is one level lower in the dimension hierarchy relative to another PivotTable member, its parent. For example, a child of the Year member might be Quarter.

cipher block chaining (CBC): A method of operating a symmetric block cipher that uses feedback to combine previously generated cipher text with new plaintext. Each plaintext block is combined with the cipher text of the previous block by using a bitwise-XOR operation before it is encrypted.

class identifier (CLSID): A universally unique identifier (UUID) that identifies a Component Object Model (COM) component. Each COM component has a CLSID in the Windows® registry, which enables other applications to load the component.

class module: A module that contains the definition for a new object. Each instance of a class creates a new object. Procedures defined in the module become properties and methods of the object.

class name: The name that is used to refer to a class module that provides an implementation of a behavior.

clear all operation: The process of removing all the contents of a cell, including formatting, comments, and filters.

clear all state: A condition in which no filter is applied to a worksheet, list, or PivotTable® report.

ClearType: A font display technology that improves font display resolution to help ensure that letters on a computer screen appear smooth.

client area: A display area that is created by a parent application and is used in turn to create data, such as in drawing or typing functions. The client area does not include toolbars, menus, or status bars.

clipboard format: An unsigned integer that uniquely identifies the format of a data packet that is stored in a binary large object (BLOB) and can be shared between processes through the operating system clipboard or other means.

CLSID: See class identifier (CLSID).

code module name: A name that is used to access a collection of routines and data structures in a code module.

Collaborative Application Markup Language (CAML): An XML-based language that is used to describe various elements, such as queries and views, in sites that are based on Microsoft® SharePoint® Products and Technologies.

collapse: The process of closing a level in a dimension hierarchy on a PivotTable® report to hide or aggregate lower level details in the data.

collapsed outline state: The state in which the outline is outline collapsed.

collation: A set of rules that determines how data is compared, ordered, and presented.

collation sequence: In SQL, a set of rules that determines how data is compared, collated, and presented. Character data is sorted using collation information, including locale, sort order, and case-sensitivity.

color gradient: A gradual progression from one color to another color, or from one shade to another shade of the same color.

color palette: A collection of colors that is available to format text, shapes, cells, and chart elements.

color scale: A particular range of colors that is used to give additional meaning to data by assigning certain values to colors in the spectrum.

color scheme: A table of color values that enables colors to be referenced by an index value in the table instead of a color value. See also color palette.

color space: A system that describes color numerically by mapping color components to a multidimensional coordinate system. The number of dimensions is typically two, three, or four. For example, if colors are expressed as a combination of the three components red, green, and blue, a three-dimensional space can describe all possible colors. Grayscale colors can be mapped to a two dimensional color space. If transparency is considered a component, four dimensions are appropriate. Also referred to as color model.

color stop: A color at a specific position in a color gradient.

column: (1) See field.

(2) A single set of data that is displayed vertically in a worksheet.

(3) See column chart.

column banding: A table formatting option that applies background colors to alternating columns to increase legibility.

column chart: A chart that displays data in vertical bars to facilitate data comparison.

column field: A field that is contained in the PivotTable® area where the column values are shown.

column heading: (1) A shaded rectangular area at the top of each column that is lettered or numbered. A user can click a column heading to select an entire column.

(2) The title of a field of data in a PivotTable® report.

column input cell: In a data table, a cell that indicates that values are substituted from a column in the table.

column subheading: A subtitle that is associated with a column heading in a PivotTable® report. See also column heading (2).

command text method: A method on an API that returns the set of data that matches the criteria specified by the CommandText parameter.

command well: A term that refers to the collection of commands that are supported by an application.

CommandText: An OLE DB command type that gets or sets the SQL statement or stored procedure to execute at the data source.

comment: An annotation that is associated with a cell, text, or other object to provide context-specific information or reviewer feedback.

common language runtime (CLR): The core runtime engine in the Microsoft® .NET Framework for executing applications. The common language runtime supplies managed code with services such as cross-language integration, code access security, object lifetime management, and debugging and profiling support.

compact axis: A state in which PivotTable® members from different levels in the hierarchy are displayed in a single column.

compatibility mode: A mode in which hardware or software in one system or product version supports operations from another system or product version.

complex type: An element that can contain other elements or attributes and appears as <complexType> in XML documents. See also simple type.

composite moniker: A Component Object Model (COM) object that joins two or more moniker objects and that can determine the relation between the parts. There are two types of composite monikers: generic, which can connect any two monikers regardless of class; and, nongeneric, which can connect monikers only of the same class.

conditional formatting: A mechanism that changes the appearance of a user interface element based on the evaluation of a rule or expression.

confirmation: A prompt to a user to verify an action before the user performs it.

connected data: Data that is stored in the same workbook from which it is being referenced, or data that is stored in a database repository.

connection: (1) A link between two devices that uses the Secure Sockets Tunneling Protocol (SSTP). Each connection can support one or more SSTP sessions.

(2) A link that two physical machines or applications share to pass data back and forth.

connection string: A series of arguments, delimited by a semicolon, that defines the location of a database and how to connect to it.

contact: A person, company, or other entity that is stored in a directory and is associated with one or more unique identifiers and attributes, such as an Internet message address or login name.

container control: A control that can contain other controls.

container record: A record that defines the structure and hierarchy of atom records and other container records.

content management system: A system that manages the collaboration, creation, modification, archiving, restoration, and removal of objects from a formal repository on behalf of a Web server.

content type: A named and uniquely identifiable collection of settings and fields that store metadata for individual list items. One or more content types can be associated with a list, which restricts the contents to items of those types.

content type group: A named category of content types that is used to organize content types of a similar purpose.

content type identifier: A unique identifier that is assigned to a content type.

content type order: The sequence in which content types are displayed.

content type resource folder: A folder that stores the resource files that are associated with a content type.

content type schema: An XML definition that describes the contents of a content type.

context menu: A menu that is related to the active window, selection, or object. Also referred to as shortcut menu.

context site: A site that corresponds to the context of the current request.

control: A graphical user interface object that users interact with when working with applications, forms, documents, Web pages, and other types of files.

control button: A button in the user interface.

control template: A fragment of HTML and ASP.NET markup that customizes and extends the functionality of an ASP.NET control.

cookie: A small data file that is stored on a user's computer and carries state information between participating protocol servers and protocol clients.

CRC: See cyclic redundancy check (CRC) in [\[MS-GLOS\]](#).

crop: In graphics editing, the process of trimming the vertical or horizontal edges of a specified object without altering the aspect ratio.

cryptographic service provider: An independent software module that performs authentication, encoding, and encryption services that Windows®-based applications access through the CryptoAPI.

CSS: See cascading style sheet (CSS).

cube: A set of data that is organized and summarized into a multidimensional structure that is defined by a set of dimensions and measures.

cube function: A function that is used to extract and display Online Analytical Processing (OLAP) data sets and values.

culture name: A part of a language identification tagging system, as specified in [\[RFC1766\]](#). Culture names adhere to the format "<languagecode2>-<country/regioncode2>." If a two-letter language code is not available, a three-letter code that is derived from [\[ISO-639\]](#) is used.

custom color palette: A set of user-defined colors that is available for formatting.

custom control: A component of an InfoPath form, such as a template part or ActiveX® control, that is not included with Microsoft® Office InfoPath® by default.

custom filter: A filter that contains preconfigured expressions in which users can optionally enter a string to filter data.

custom label filter: A custom filter that is applied to the string labels of data.

custom list: A user-defined list or enumeration that can be used to sort data in a worksheet.

custom partition resolver: In ASP.NET 2.0, a class that implements the IPartitionResolver interface to partition sessions into multiple databases. Partition resolvers convert ASP.NET session IDs into database connection strings before accessing the session state database.

custom rollup: An aggregation calculation that allows Online Analytical Processing (OLAP) cube designers to aggregate measures with a custom formula or operator. The custom rollup is defined on a hierarchy.

custom subtotal: An aggregation, specified by the user, that calculates a subtotal for a PivotTable® field.

custom toolbar: A type of toolbar that contains a user-defined set of controls and is not included in an application by default. A custom toolbar has a toolbar identifier of 1.

custom toolbar control: A user-defined control that can be added to a toolbar. A custom toolbar control has a toolbar control identifier of 1 and can be one of the following types of controls: ActiveX®, Button, ComboBox, DropDown, Edit, or Popup.

custom value filter: A custom filter that is applied to the numerical values of the data.

custom view: A collection of display and print settings that a user can name and save. Users can switch between custom views to change settings quickly.

5 D

DAO: See Data Access Objects (DAO).

data access layer: A class, or set of classes, that is used to define how an application interacts with database objects.

Data Access Objects (DAO): A programming interface that can be used to access and manipulate database objects.

data adapter: Code that submits data to and retrieves data from an external data source. Also referred to as data provider.

data bar: A graphical representation of cell content as a bar graph.

data connection: (1) A link between an application and a data source. Data connections can be used to query and submit data.

(2) A collection of information, such as the type and location, that defines how to connect to an external data source, such as a database, Web service, SharePoint list, or XML file.

(3) A connection between an InfoPath form template and an external data source, as specified by settings in an .xsn manifest file or a .udcx file.

data connection library: A document library, located on a site running Microsoft® Office SharePoint® Server 2007 Service Pack 1, that contains a collection of universal data connection (.udcx) and Office data connection (.odc) files.

data consolidation: The process of combining tabular data from various worksheets into a single list.

data culture: The language that is used to specify how data is number formatted.

data definition language (DDL): The subset of SQL statements that define all attributes and properties of a database and its objects. DDL statements typically start with CREATE, ALTER, or DROP.

data label: A label that provides detailed information about a data point on a chart.

data marker: A customizable symbol or shape that identifies a data point on a line, scatter, or radar chart. A data marker can be formatted with various sizes and colors.

data point: An individual value plotted in a chart and represented together with other data points by bars, columns, lines, pie or doughnut slices, dots, and various other shapes referred to as data markers. Data markers of the same color constitute a data series.

data provider: Code that provides interfaces for submitting queries to external data sources and retrieving data from them.

data recovery: A process in which files are repaired through error correction or restored from backup media.

data region: The region of a table that encompasses the range of cells that contains the table records. The data region does not include the header row, insert row, or total row.

data source: (1) A database, Web service, disk, file, or other collection of information from which data is queried or submitted. Supported data sources can vary based on application and the data provider that is specified.

(2) A collection of fields and groups that define and store the data for an InfoPath form. Controls in a form are bound to the fields and groups in the data sources of the form. See also main data source and secondary data source.

data space: A series of transforms that operate on original document content in a specific order. The first transform in a data space takes untransformed data as input and passes the transformed output to the next transform. The last transform in the data space produces data that is stored in the compound file. When the process is reversed, each transform in the data space is applied in reverse order to return the data to its original state.

data space reader: A software component that extracts protected content to perform some operation on the content or to display the content to a user. A data space reader does not modify or create data spaces.

data space updater: A software component that can read and update protected content. A data space updater cannot change data space definitions.

data space writer: A software component that can read, update, or create a data space definition or protected content.

data table: (1) A range of cells that is designated to perform what-if analysis for formulas, given various input values.

(2) A grid that can be added to some charts and contains the numeric data that is plotted in the chart.

data type: A property of a field that defines the kinds of data that can be stored in the field.

data validation: The process of testing the accuracy of data; a set of rules that specify the type and range of data that users can enter.

data validation criteria: See data validation.

dataset: A set of multidimensional data that is returned when a multidimensional expression (MDX) SELECT statement is executed. A dataset represents a slice of a cube as defined by the members and axes that are specified in the query.

datasheet: A worksheet window that contains the source data for a Microsoft Graph chart object.

date system: A method of calculating calendar dates and times.

DDE: See Dynamic Data Exchange (DDE).

DDE link: A connection between a dynamic data exchange (DDE) source document and a destination document.

DDE server: An application that responds to a Dynamic Data Exchange (DDE) request from a DDE client application.

DDE topic: A general classification of information on a Dynamic Data Exchange (DDE) server within which multiple, specific data items related to the topic can be exchanged.

default column: The column that is used if no column is specified.

default filter value: The filter value that is used if no filter is specified.

default font face color: The font face color that is applied to a cell if no font face color is specified.

default row: The row that is used if no row is specified.

default sheet: The sheet that is displayed if no sheet is specified.

default sheet tab color: The default color that is used for a worksheet tab.

default view: The layout and organization of a document or list that appears automatically when a user opens that document or displays that list.

DefaultItemOpen: A property of a document library that specifies whether the default click action causes the protocol server or the protocol client to open the document.

defined name: A word or string of characters in a formula that represents a cell, range of cells, formula, or constant value.

delegate: A user who has permission to edit another person's calendar.

delegation: A model of communication between server components in which the caller can make requests on behalf of a user by passing a service ticket that was retrieved for that user.

delegator: A user who allows another person to edit their calendar.

deletion point: A position between two existing characters, or a position before or after a character, where text was removed. If a caret is positioned at a deletion point, the point can retain unique formatting and that formatting can be reapplied to any text that is inserted at the deletion point.

denormalized: A term used in relational database design to indicate the movement of a table definition away from its optimized state, usually third normal form, and toward an increased number of copies of fields. Denormalized table definitions are based upon actual business environments, and are most appropriate for those environments.

descendant: A PivotTable® member that is below the current PivotTable member in the hierarchy.

descending order: A sort order in which text strings are arranged in reverse alphabetical order, numerical values are arranged from largest to smallest, and dates and times are arranged from newest to oldest.

design check: The process of verifying whether an InfoPath form template can open and work correctly in a Web browser when it is hosted on a server that is running InfoPath® Forms Services, and reporting potential issues for that form template.

design mode: The design environment in which InfoPath form templates are created or modified.

device-independent bitmap (DIB): A file format that was designed to ensure that bitmap graphics created by using one application can be loaded and displayed in another application exactly as they appeared in the originating application.

diagonal-down: A cell border style that displays a line diagonally from the top left corner of a cell to the bottom right corner.

diagonal-up: A cell border style that displays a line diagonally from the bottom left corner of a cell to the top right corner.

diagram: A drawing that is used to present relationships between abstract ideas and data. For example, an organizational chart or a Venn diagram.

dialog sheet: A single logical container that is used to create a custom dialog box.

digest: The fixed length output string from a one-way hash function that takes a variable-length input and is statistically likely to be unique for every different input.

digital certificate store: A database that stores a variety of certificates and information about those certificates, including attributes and constraints.

digital signature: (1) A message authenticator that is typically derived from a cryptographic operation by using an asymmetric algorithm and private key. When a symmetric algorithm is used for this purpose, the authenticator is typically referred to as a Message Authentication Code (MAC).

(2) A value that is generated by using a digital signature algorithm, taking as input a private key and an arbitrary-length string, such that a particular verification algorithm is satisfied by the value, the input string, and the public key corresponding to the input private key.

dimension: (1) A structural attribute of a cube, which is an organized hierarchy of categories (levels) that describe data in a fact table. These categories typically describe a similar set of members upon which the user wants to base an analysis.

(2) A categorization of data in rows or columns in a Microsoft® Office Excel® 2007 worksheet.

dirty: The condition of an entity, such as a component or a file, that indicates that the entity or properties of the entity were changed since the entity was last saved.

discussion item: A remark or response that is posted to an online discussion forum such as a newsgroup, SharePoint list, or electronic bulletin board.

DispID: See IDispatch identifier (DispID).

display folder: A folder into which attributes, measures, calculated members, and key performance indicators can be organized to facilitate browsing.

display units: An axis-formatting option that determines how numeric units are displayed on a value axis.

displayed version: Document version information that is formatted for display in the user interface. The displayed version uses the format MajorVersion.MinorVersion, where MajorVersion is the published version number and MinorVersion is the draft version number, separated by a decimal point. See also major version and minor version.

distributed alignment: A formatting setting that spreads text evenly, both vertically and horizontally, between the edges of a cell, object, or page. Distributed alignment is used primarily with East Asian languages.

distribution list: A collection of users, computers, contacts, or other groups that is used only for e-mail distribution, and addressed as a single recipient.

dither: A formatting effect that creates the illusion of varying shades of gray on a monochrome display or printer, or of additional colors on a color display or printer.

DLL (Dynamic Link Library): A set of executable routines that typically serve a specific function and are stored separately as a file with a .dll file name extension. The routines are loaded only when needed by the application that calls them.

docked: A condition where a toolbar is attached to the docking area of an application window.

docked location: A specific position of a toolbar within the docking area of an application window.

docking area: An area that is adjacent to the edge of an application window. A toolbar can be moved and attached to a docking area.

document: An object in a content database such as a file, folder, list, or site. Such objects are identified by a URI.

document identifier: (1) An integer value that uniquely identifies a crawled item.

(2) A GUID that identifies a document.

Document Information Panel: A pane that displays document property information for Microsoft® Office Word 2007, Office Excel 2007, and Microsoft® Office PowerPoint® 2007 files that are stored in a library on a SharePoint site. The pane hosts a custom InfoPath form.

Document Information Panel template: An InfoPath form template that specifies the fields for a custom Document Information Panel.

document library: A type of list that is a container for documents and folders.

document property: A name/value pair that serves as metadata for a document.

document repository: A location that is used to store documents. A document repository is typically hosted on a server and is subject to document management policies for the documents that are stored on it.

document template: (1) A file that serves as the basis for new documents.

(2) A file that contains predefined formatting, layout, text, or graphics and that serves as the basis for new documents with a similar design or purpose.

document version: A copy of a list item that has a version number. A document version can be either a historical version or a current version.

document workspace: A document repository that enables users to collaborate on one or more documents.

Document Workspace site: A SharePoint site that is based on a Document Workspace site template and has a template identifier of 1. A Document Workspace site is used for planning, posting, and working together on a document or a set of related documents.

domain group: A container for security and distribution groups. A domain group can also contain other domain groups.

double accounting: An underline style that places two lines beneath the formatted text. Double accounting is frequently used to indicate totals.

down bar: See up-down bar.

drawing: A collection of drawing objects, such as shapes, curves, or WordArt, that are viewed together as a single image.

drawing group: A collection of images that are designated by the user as a single group of images and manipulated as a single drawing object.

drawing object: A shape, curve, line, WordArt or other graphic object that can be inserted into a document.

drill indicator: A symbol that indicates whether a PivotTable® member can be expanded or collapsed.

drilldown: A technique that is used to navigate hierarchical data, starting from general data and moving to increasingly finer levels of detail.

drillthrough: A query that is used to retrieve individual records that were used to calculate an aggregate value.

drop bar: See up-down bar.

drop lines: A set of supplemental lines on an area chart or a line chart. Drop lines increase the legibility of a chart by connecting each data point in a series to the category axis.

drop zone: An area of a PivotTable® report where fields can be positioned to affect the layout of the report. Each PivotTable report has four drop zones.

dual interface: An interface that can act either as a dispinterface or a Distributed Component Object Model (DCOM) interface.

Dynamic Data Exchange (DDE): An inter-process communication method featured in Windows®. DDE allows two or more applications that are running simultaneously to exchange data and commands.

Dynamic Link Library (DLL): See DLL (Dynamic Link Library).

6 E

East Asian character: A character that is part of the Simplified Chinese, Traditional Chinese, Japanese, or Korean character set.

East Asian language: A spoken or written communication that consists of words that are used within the grammatical and syntactic structure of Simplified Chinese, Traditional Chinese, Japanese, or Korean.

East Asian line breaking rules: A set of algorithms that define how text is parsed and displayed to ensure that line breaks and word wraps follow the rules of various East Asian languages, including Simplified Chinese, Traditional Chinese, Japanese, and Korean.

editor: The user who last modified an item or document in a SharePoint list.

electronic codebook (ECB): A block cipher mode that does not use feedback and encrypts each block individually. Blocks of identical plaintext, either in the same message or in a different message that is encrypted with the same key, are transformed into identical ciphertext blocks. Initialization vectors cannot be used.

e-mail address: A string that identifies a user so that the user can receive Internet messages.

embedded image: An image that is stored within a document rather than being linked to a source file outside of the document.

embedded macro: A macro that is saved with a document.

embedded object: An object that is created by using one application and is hosted in a document that was created by using another application. Embedding an object, rather than inserting or pasting it, ensures that the object retains its original format. A user can double-click an embedded object and edit it with the toolbars and menus from the application that was used to create it. See also OLE (object linking and embedding).

EMF: See enhanced metafile format (EMF).

empty string: (1) A string object or variable that is initialized with the value "".

(2) A non-initialized string object that has a null value.

encrypted document: A document that was converted from plaintext into cipher text to disguise the content of the document when it is stored or sent.

endnote: A note that appears at the end of a section or document and that is referenced by text in the main body of the document. An endnote consists of two linked parts: a reference mark within the main body of text and the corresponding text of the note.

English Metric Unit (EMU): A measurement in computer typography. There are 65 EMUs per twip, 6,350 EMUs per half-point, 12,700 EMUs per point, and 914,400 EMUs per inch. These units are used to translate on-screen layouts to printed layouts for specified printer hardware.

enhanced metafile format (EMF): A file format that supports device-independent definitions of images.

envelope: A container that stores the information that is used to send a document, workbook, or presentation in an e-mail message. The information includes the intended recipients, the subject of the e-mail message, and any attachments to be included.

error bar: A visual indicator that can be added to the data points of certain chart types to show potential error or the degree of uncertainty in the data.

error checking: (1) A process by which an application determines whether the results of an operation or of a called module are outside specified parameters or limits.

(2) A feature that identifies invalid worksheet data, formulas, or formatting, and proposes corrections.

event: (1) Any significant occurrence in the system, or an application that requires a user to be notified or an entry to be added to a log.

(2) An action or occurrence to which an application might respond. Examples include state changes, data transfers, key presses, and mouse movements.

event handler: A software routine that executes in response to an event.

expand: The process of opening a level in a dimension hierarchy on a PivotTable® report to view data from lower levels in the user interface.

expand/collapse button: A user interface control that is used to determine which hierarchical level is displayed in an outline, or in row and column groupings.

expanded outline state: A state in which nested content within an outline is displayed.

ExpandingGrid control: A type of ButtonPopup control that displays and sets a value from a continuous range of possible values when the user drags across the menu area; for example, the Table control in Office Word 2007.

expire: The process of an object, such as an external data connection, to become invalid because its allotted time period has ended.

explicit authentication: An authentication mechanism that requires users to provide credentials, such as a login name and password, before they can access one or more resources.

expression: A combination of operators, symbols, constants, literal values, functions, names of fields (columns), controls, and properties that evaluates to a single value.

Extended Backus-Naur Form (EBNF): A modified version of Backus-Naur Form (BNF), which is commonly used to describe programming languages and formal languages. EBNF extends standard BNF to better enable the concise expression of such languages, as specified in [\[ISO-14977\]](#).

extended data label: A label that provides additional information about a single data point or value on a chart. This value typically derives from a cell.

extended type library: A component that contains Automation standard descriptions of exposed objects, properties, and methods that are implemented by an Aggregatable Automation Server and supplemented by another Automation server.

Extensible Stylesheet Language (XSL): An XML vocabulary that is used to transform XML data to another form, such as HTML, by means of a style sheet that defines presentation rules.

extension module: A collection of functions, subroutines, attributes, and fields that extend the class of an Aggregatable Automation Server, as specified in [\[MS-OAUT\]](#).

external data: Data that is stored in a repository outside a workbook.

external link: A reference to a cell, range, defined name, or other object in another worksheet or workbook.

external reference: A reference to a cell, range, defined name, or other object in another worksheet or workbook.

external workbook: A workbook, other than the active workbook, that is on disk or in memory and to which a dependency is implied or intended.

7 F

failure response: An HTTP response where the value of the Status-Code element is 4xx or 5xx, as specified in [RFC2616](#).

fallback data culture: A data culture that is selected through an algorithm as a substitute for a data culture that is not installed or is otherwise unavailable.

fallback UI culture: A user interface (UI) culture that is selected through an algorithm as a substitute for a UI culture that is not installed or is otherwise unavailable.

feature: A package of Windows® SharePoint® Services 3.0 elements that can be activated or deactivated for a specific feature scope.

field: (1) An element or attribute in a data source that can contain data.

(2) A container for metadata within a SharePoint list and associated list items.

(3) A discrete unit of a record that has a name, a data type, and a value.

field internal name: A string that uniquely identifies a field in a content type or a SharePoint list.

file: A single, discrete unit of content.

File Allocation Table (FAT): A file system that is used by MS-DOS® and Windows® operating systems to organize and manage files.

file extension: A set of characters that follows the period in a file name. The file extension typically identifies the type of data in the file or the application used to create the file. Also referred to as file name extension.

file format compatibility checker: A utility that identifies whether a workbook has compatibility issues that can cause a significant loss of functionality or a minor loss of fidelity in a version of Microsoft Office Excel other than Office Excel 2007. The compatibility checker finds any potential compatibility issues and generates a report so that they can be resolved.

file moniker: A Component Object Model (COM) object that stores the path name that is assigned to a file by the native file system.

File Transfer Protocol (FTP): A member of the TCP/IP suite of protocols that is used to copy files between two computers on the Internet if both computers support their respective FTP roles. One is an FTP client and the other an FTP server.

fill: A color, pattern, or other attribute that is used to format the background of a cell, shape, or chart element. See also fill color and fill pattern.

fill alignment: A setting that repeats a cell value to fill the horizontal space of a cell. If the cell value exceeds the horizontal width of the cell, the value is truncated.

fill color: A color that is used to fill the background of a cell, shape, or chart element.

fill down: The process of copying cell content from the active cell to adjacent cells downward in a column.

fill pattern: A repetitive design that users can add to the background of a cell, shape, or chart element.

filter: A mechanism by which a set of data is scoped to display only a subset of entries that match some logical criteria.

filter date value: Any one of a set of possible date values that can be used to define the filter criteria for an AutoFilter.

filter value: Any one of a set of possible values that can be used to define the filter criteria for an AutoFilter.

filtering control: A user interface element that is used to access the filter functions of a PivotTable® report.

filtering state: A setting that indicates whether a filter value or filter date value is included as part of the criteria that is used to define the filter for an AutoFilter.

fit to page: A printing option that scales the document to print on a specified number of pages.

fixed schema: An XML schema that cannot be modified directly by using a Microsoft® Office application.

floating-point number: A number that is represented by a mantissa and an exponent according to a given base. The mantissa is usually a value between 0 and 1. To find the value of a floating-point number, the base is raised to the power of the exponent, and the mantissa is multiplied by the result.

floor: A term that refers to the extension of the horizontal axis, or the area created by the inclusion of the z axis, in a 3-D chart to create a three dimensional effect. See also wall.

flow: The direction in which text in a cell is rendered.

folder: A file system construct. File systems organize data by providing a hierarchy of objects known as folders or directories, which contain files and can also contain other folders.

followed hyperlink: A hyperlink that has been activated by a user.

font: A graphic design that is applied to a collection of numbers, symbols, and characters. A font describes a certain typeface, and other qualities such as size, spacing, and pitch.

font face color: A property of a cell that specifies the color that is used to render a font.

font face decoration: Any of the set of font properties that specify how to render a font, such as italics and underline.

font face weight: A value that specifies the thickness of a font.

font family: A set of fonts that all have common stroke width and serif characteristics. For example, Times Roman and Times Roman Italic are members of the same font family.

font scaling: A process of resizing a proportionally-spaced font.

font scheme: A combination of complementary fonts in a theme.

footer: One or more lines of text in the bottom margin area of a page in a document or a slide in a presentation. A footer typically contains elements such as the page number and the name of the file.

footnote: A note that appears at the end of a page, section, chapter, or publication that explains, comments on, or provides references for text in the main body of a document. A footnote consists of two linked parts: a reference mark within the main body of the document and the corresponding text of the note.

forecast: The process of projecting values forward or backward in a series based on trends in existing data.

foreground color: A color that is used to display text, patterns and other objects that appear in front of, or on top of, the background color.

form: (1) A structured document with controls and spaces that are reserved for entering and displaying information. Forms can contain special coding for actions such as submitting and querying data.

(2) A document with a set of controls into which users can enter information. Controls on an InfoPath form are bound to groups and fields in the data source of the form. See also bind.

form definition (.xsf) file: An XML file with an .xsf file name extension. This file contains information about the files and components that are used within a form, including user interface customizations, XML schemas, views, business logic, events, and deployment settings.

form field: A data-entry area on a Web page, document, or form.

form file: An XML file that contains data that is entered into an InfoPath form by using either a Web browser or Microsoft® Office InfoPath®.

form library: A type of document library that is optimized for storing and displaying data in XML-based forms.

form security level: A setting that determines whether an InfoPath form can access data on other domains, or access files and settings on a user's computer. There are three security levels for forms: Restricted, Domain, and Full Trust.

form server: A server that can host XML-based electronic forms and that supports rendering those forms in a Web browser.

form template: A file or set of files that defines the data structure, appearance, and behavior of an InfoPath form.

form template (.xsn) file: A cabinet (.cab) file with an .xsn file name extension that contains the files that make up a form template.

form view: A display setting that is saved with an InfoPath form template and specifies what controls and data appear in a form when the form is being filled out.

format code: A set of characters and symbols that are used to build the format string.

format string: A string that contains the number formatting information to apply to the data, such as the decimal position, percentage indicator, or currency symbol.

formatting run: A set of formatting properties applied to a text run.

formula: A logical equation or function that produces a result in a spreadsheet application.

formula bar: A user interface element that appears at the top of a worksheet and that is used to display and edit cell content.

forward link: A hyperlink between a referenced document and a referencing party. For example, if Document A contains a hyperlink to Document B, Document A has a forward link to Document B.

fragment identifier: A portion of a URI that specifies the destination of a hyperlink within a document. See also URI (Uniform Resource Identifier).

frame: (1) A space, displayed onscreen as a box, that contains a particular element of a publication.

(2) A rectangular section of a Web page that is a separate HTML document from the rest of the page. Web pages can have multiple frames, each of which is a separate document.

friendly name: A name for a user or object that can be easily read and understood by a human.

front-end Web server: A server that hosts Web pages, performs processing tasks, and accepts requests from protocol clients and sends them to the appropriate back-end server for further processing.

frozen: See frozen panes.

frozen panes: Portions of a worksheet that remain static and do not scroll when displayed in split pane view. See also split pane.

Full Screen Reading view: A document view that displays a document as it would appear on a printed page. The view is optimized for reading documents on a computer screen and was previously referred to as Reading Layout view.

full screen view: A document view that expands the display of a document to fill the computer screen. The view hides menus, toolbars, and taskbars.

Full Trust security level: A security level that provides access to all available resources, subject to security and other settings for the operating system.

full URL: A string of characters in a standardized format that identifies a document or resource on the World Wide Web.

fully qualified class name: A class name that includes namespace information. Use of a fully qualified class name ensures that the class name is treated as unique.

fully qualified URL: A URL that includes the protocol scheme name, a host name, optionally a port number, a path, optionally a search part, and optionally a fragment identifier, as specified in [\[RFC2616\]](#).

function: A code module that takes a value as input, performs an operation, and returns the results to the worksheet.

function category: A group of worksheet functions that are part of the same broad usage area; for example "Finance" or "Statistical." A function category can be built-in or user-defined.

8 G

gamma correction: In digital imaging, the process of changing the brightness, contrast, or color balance of an image by assigning new values (different colors) to gray or color tones.

Gauge control: A type of control that displays and sets a value from a continuous range of possible values that the user selects by dragging a slider. A typical example is the Zoom control in an application window.

general alignment: A default formatting setting for the horizontal alignment of cell content in a worksheet. Text is positioned to the left and numbers are positioned to the right.

ghosted: The condition of a document whose content is stored in a location other than the content database. If a document is ghosted, the front-end Web server determines the location of the content by using the SetupPath value for the document.

global assembly cache (GAC): A computer-wide code cache that stores .NET Framework assemblies that were specifically installed to be shared by many applications on a computer. Applications installed in the global assembly cache have a strong name, consisting of an assembly identity, strengthened by a public key and a digital signature.

gradient fill: A type of fill that applies gradient formatting to the background of a cell or an object.

gradient formatting: A color formatting option that produces the effect of one color transitioning into another color. Gradient formatting can be applied to lines, borders, and the background of cells, objects, and chart elements.

gradient stop: A marker on a gradient spectrum that denotes where a particular color is introduced in gradient formatting.

gradient vector: A vector that indicates the direction of a gradient fill. The gradient vector is perpendicular to the bands of color.

grammar checker: An application that uses default or user-defined settings to search for grammatical errors in a document.

grand total: A final aggregation of all field subtotals in a PivotTable® report.

graph object: An object that represents the chart and the datasheet that contains the data for the chart.

GraphicCombo control: A type of ComboBox control that can display both text and graphics in the list of options.

GraphicDropDown control: A type of DropDown control that can display custom graphics in the list of options.

Graphics Interchange Format (GIF): A compression format that supports device-independent transmission and interchange of bitmapped image data. The format uses a palette of up to 256 distinct colors from the 24-bit RGB color space. It also supports animations and allows a separate palette of 256 colors for each frame. The color limitation

makes the GIF format unsuitable for reproducing color photographs and other images with gradients of color, but it is well-suited for simpler images such as graphics with solid areas of color.

Grid control: A type of menu control that can be activated by clicking a cell in a grid; for example, the Font Color control.

gridline: A line that is drawn on a worksheet for use as a visual aid to distinguish one cell from another.

group: (1) An element that can contain fields and other groups in the data source for an InfoPath form. Controls that contain other controls, such as repeating tables and sections, are bound to groups.

(2) A named collection of users who share similar access permissions or roles.

(3) A named collection of quick links, colleagues, or memberships for the purpose of organization.

(4) The process of combining like elements into a set in accordance with logical criteria. This is frequently used to combine sets of data from Online Analytical Processing (OLAP) databases or PivotTable® reports.

grow: The process of increasing the number of rows and/or columns in a PivotTable® report.

GUID: See globally unique identifier (GUID) in [\[MS-GLOS\]](#).

GUID_NULL: A GUID that has the value {00000000-0000-0000-0000-000000000000}.

gutter: An area above a column heading and to the left of a row heading. A gutter typically displays outline symbols that are used to expand and collapse groups of cells.

9 H

Hangul-Hanja converter (HHC): A collection of dictionaries that readers can use to search for and select a Hanja word that corresponds to a specified Hangul word, or a Hangul word that corresponds to a specified Hanja word.

hanzi: A set of ideograms that is used to write Traditional Chinese and Simplified Chinese. The set is also referred to as kanji in the Japanese writing system, and hanja in the Korean writing system.

hash: A fixed-size result that is obtained by applying a one-way mathematical function, which is sometimes referred to as a hash algorithm, to an arbitrary amount of data. If there is a change in the input data, the hash changes. The hash can be used in many operations, including authentication and digital signing.

header: A line, or lines, of content in the top margin area of a page in a document or a slide in a presentation. A header typically contains elements such as the title of the chapter, the title of the document, a page number, or the name of the author.

header row: A row in a table, typically the first, that contains labels for the columns of the table.

Help file: A file that contains the documentation for a specific product or technology.

Help topic identifier: A unique identifier for an article that contains Help content.

hidden: A condition of an object that prevents it from being displayed in the rendered output.

hidden column: A column that does not appear in a worksheet view because its width is set to zero (0). A column can be hidden if an outline is collapsed.

hidden protection: A cell protection property that prevents formulas, but not values, from appearing in a cell when a worksheet is protected.

hidden row: A row that does not appear in a worksheet view because its height is set to zero (0). A row can be hidden if a user is filtering or if an outline is collapsed.

hierarchy: A logical tree structure that organizes the members of a dimension such that each member has one parent member and zero or more child members.

high-low lines: Supplemental lines that are added to a line chart and that connect the maximum data points of one series with the minimum data points of another series for each category. High-low lines are typically used on stock charts.

HIMETRIC: A metric mapping mode in which each logical unit is .01 mm.

historical version: Any version of a document that is not one of the current versions. Depending on configuration settings, historical versions can be retained in the back-end database server, and might not be visible to particular users.

home page: On the World Wide Web, a document that serves as a starting point for a set of Web pages and other files in a Web site.

horizontal alignment: A formatting setting that specifies how content is positioned within the horizontal space of a cell, object, or page. Content can be aligned along the left or right edge, or distributed evenly across the horizontal space.

horizontal indent: An indent that is used in a cell to adjust cell content horizontally.

horizontal rule: A line that is printed above or below an element to set off that item from the remainder of the page or to improve the appearance of the page.

horizontal text: Text that is rendered horizontally in a cell.

host data language: The data culture of a site.

host header: An Internet host and port number that identifies a network resource.

host header site identifier: An Internet host and port number that is used to identify a site collection.

HTML (HyperText Markup Language): An application of the Standard Generalized Markup Language (SGML) that uses tags to mark elements in a document, as specified in [\[HTML\]](#).

HTML encoded: The process of converting HTML content from one code to another in order to use that content without affecting the structure or validity of the HTML document.

HTML image map: An image that contains more than one hyperlink on a Web page. Clicking various parts of the image links the user to other resources on another part of the page, a different page, or a file.

HTML translate cache: A special subsystem that is used to store HTML versions of documents.

HTTP connection: A connection that is made using HTTP.

HTTP entity tag: An HTTP response header that is returned by an HTTP/1.1-compliant Web server to indicate changes to content at a given URL, as specified in [\[RFC2616\]](#).

HTTP GET: An HTTP method for retrieving a resource, as specified in [\[RFC2616\]](#).

HTTP HEAD: An HTTP method for retrieving header information for a resource, as specified in [\[RFC2616\]](#).

HTTP method: In an HTTP message, a token that specifies the method to be performed on the resource that is identified by the Request-URI, as specified in [\[RFC2616\]](#).

HTTP POST: An HTTP method, as specified in [\[RFC2616\]](#).

HTTP referer: A string in an HTTP request-header field that identifies the address of the resource that is making the current request, as specified in [\[RFC2616\]](#).

HTTP/1.1 (Hypertext Transfer Protocol 1.1): Version 1.1 of the Hypertext Transfer Protocol (HTTP), as specified in [\[RFC2068\]](#).

hue-saturation-luminance (HSL): A color model that defines a color by using three dimensions: hue, the color itself; saturation, the purity of the color; and luminance, the amount of light that is either reflected or absorbed by the color. See also color scheme and color space.

Human Workflow Services (HWS): A set of workflow services, which are provided by Microsoft® BizTalk® Server 2004 or BizTalk Server 2006, that enables protocol clients to build and manage a workflow for people who create or participate in an action, an activity flow, or an activity model that performs some process.

hyperlink: A relationship between two anchors, as specified in [\[RFC1866\]](#).

hyperlink location: A portion of a hyperlink that specifies the location of a specific item, such as a bookmark, within a document, object, or other type of resource; for example “#bookmark” in the hyperlink location C:\Documents\Document.docx#bookmark.

hyperlink target: A portion of a hyperlink that specifies the document, object, or other resource; for example “C:\Documents\Document.docx” in the hyperlink location C:\Documents\Document.docx#bookmark.

Hyperlink view: A document view that displays a document as it would appear as a Web page.

10 I

iCalendar: A standard content type for capturing calendar event information, as specified in [\[RFC2445\]](#).

icon: A small graphical image or picture in the user interface that is used to represent an object or convey meaning.

icon set: A collection of icons that can be used to annotate and classify data into categories.

IDispatch identifier (DispID): A 32-bit signed integer that is used in Automation interfaces to identify methods, properties, and arguments.

IME: See Input Method Editor (IME).

indent: A process of displacing the left or right edge of a block of text in relation to the margin of a cell, object, page, or other block of text.

indentation level: A measure of how far cell content is positioned from the logical left side of the cell. Each indentation level is equal to three spaces.

Information Rights Management (IRM): A technology that provides persistent protection to digital data by using encryption, certificates, and authentication. Authorized recipients or users acquire a license in order to consume the protected files, according to the rights, or business rules, set by the content owner.

ink: A process of entering text in handwritten form. Instead of converting handwritten text to typed text, ink is converted to an object and displayed exactly as it was written.

inner rectangle: A rectangle, in a cell that is formatted with a rectangular gradient, that is formed by the leftmost, rightmost, topmost, and bottommost lines of pixels in which the initial color of the gradient is completely dissipated. See also rectangular gradient.

input cell: A cell in which each input value from a data table is substituted.

input language: A pairing of input language and the method of input. The pairing determines what language is currently being entered and how. The input language is usually determined by the keyboard language that is currently active in the operating system. A user can install keyboard layouts and Input Method Editors (IMEs) for several languages, and then switch between them at appropriate times to indicate the input language.

Input Method Editor (IME): An application that is used to enter characters in written Asian languages by using a standard 101-key keyboard. An IME consists of both an engine that converts keystrokes into phonetic and ideographic characters and a dictionary of commonly used ideographic words.

input scope: A defined set of words, numbers, punctuation, and syntactical orderings that restrict the input that is entered into a control in an InfoPath form. Input scopes can be defined only for controls in which handwriting or speech recognition has been enabled.

insert row: A placeholder row at the bottom of a table that is used to enter new records.

insertion point: A position between two existing characters, or a position before or after a character, where text can be inserted. If a caret is positioned at an insertion point, the point can have unique formatting, which is applied to any text that is inserted at the insertion point.

inside margin: A side or top margin of a document on which the document is bound.

Internationalized Resource Identifier (IRI): An extension of the URI syntax to include Unicode characters, as specified in [\[RFC3987\]](#).

Internet Information Services (IIS): Microsoft® Web server software that uses the HTTP protocol to deliver Web resources.

Internet message: A message, such as an e-mail message, that conforms to the syntax that is specified in [\[RFC2822\]](#).

IRM: See Information Rights Management (IRM).

item moniker: A Component Object Model (COM) object that identifies an object that is contained in another object, such as an OLE object that is embedded in a document.

iterative calculation: A calculation mode in which calculations are performed until a specific numeric condition is met or a maximum number of iterations is reached.

11 J

Joint Photographic Experts Group (JPEG): A raster graphics file format for displaying high-resolution color graphics. JPEG graphics apply a user-specified compression scheme that can significantly reduce the file sizes of photo-realistic color graphics. A higher level of compression results in lower quality, whereas a lower level of compression results in higher quality. JPEG-format files have a .jpg or .jpeg file name extension.

justify alignment: A formatting setting that spreads text evenly, both vertically and horizontally, between the edges of a cell, object, or page. Also referred to as distributed alignment.

justify distributed: A special, distributed-alignment setting that evenly distributes the last line of text in a cell. The setting is primarily used for East Asian languages. See also distributed alignment.

12 K

key performance indicator (KPI): A predefined measure that is used to track performance against a strategic goal, objective, plan, initiative, or business process. A visual cue is frequently used to communicate performance against the measure.

kinsoku: A rule set in the Japanese language that is used to determine characters that are not allowed at the beginning or end of a line.

Kumimoji: A text layout setting that displays annotative characters inline next to the text to which they apply. It is typically used with East Asian text to indicate pronunciation.

13 L

labeling policy: A policy that allows labels to be added to a list item.

language auto-detection: A process that automatically determines the language code identifier (LCID) for text in a document.

language pack: A collection of binaries that can be installed on top of a core product and enables users to select a specific language for displaying the user interface and Help content.

LCID: See language code identifier (LCID) in [\[MS-GLOS\]](#).

leader line: A line that connects a data label to its corresponding data point. The primary purpose of a leader line is to increase legibility.

leaf control: A control that does not contain any controls.

leaf name: The part of a store-relative URL that follows the last slash. If the resource is a directory, the leaf name can be an empty string.

left-to-right: A reading order in which characters in words are read from left to right, and words are read from left to right in sentences.

legend: A key in a chart that identifies the colors and the names of the data series or categories that are used in the chart.

legend entry: An item in a chart legend that identifies a single series or category.

legend key: A symbol that is associated with a legend entry.

level: A relative position in a hierarchy of data. A level is frequently used when describing how to navigate a hierarchy in an Online Analytical Processing (OLAP) database or a PivotTable® report.

library directory: A directory in which Microsoft® Office Excel® add-ins are installed.

license key: An array of bytes that enables access to a control according to the usage policies for that control.

line chart: A type of chart in which data points in a series are connected by a line.

line style: A style that is applied to, and alters the appearance of, a line or border, including width and dash type.

line weight: A measurement of the thickness of a line or border.

linear gradient: A gradient fill in which the color of a cell or other object gradually changes horizontally, vertically, or diagonally from one edge of the object to the other.

link bar: A non-hierarchical, user-defined collection of graphical or text buttons that represent hyperlinks to pages within the same Web site and external sites.

linked object: An object that is inserted into a document, but continues to exist in a separate source file. If the object in the source file changes, the object in the document is updated automatically.

list: (1) A container within a SharePoint site that stores list items. A list has a customizable schema that is composed of one or more fields.

(2) An organization of a region of cells into a tabular structure in a workbook.

list column: See field (2).

list data stream: A substream of worksheet data that contains one or more data source definitions, specified as compressed data streams.

list folder: A folder that is contained within a SharePoint list. A list folder can contain documents or list items, and it retains the characteristics of other items in the list, such as a customizable schema.

list identifier: A GUID that is used to identify a list in a SharePoint site collection.

list item: An individual entry within a SharePoint list. Each list item has a schema that maps to fields in the list that contains the item, depending on the content type of the item.

list schema: The Collaborative Application Markup Language (CAML) schema of a list.

list server template: A value that identifies the template that is used for a list.

list template: An XML-based definition of list settings, including fields and views, and optionally list items. List templates are stored in .stp files in the content database.

list view: A named collection of settings for querying and displaying items in a SharePoint list. There are two types of views: Personal, which can be used only by the user who creates them; and Public, which can be used by all users who have access to the site.

List View Web Part: A reusable component that generates HTML-based views of items in a SharePoint list. See also Web Part.

ListFillRange: A property of an object that specifies a worksheet range that is used to fill a list box.

locale: A collection of rules and data that are specific to a language and a geographical area. A locale can include information on sorting rules, date and time formatting, numeric and monetary conventions, and character classification.

locale settings: (1) A collection of rules and data that are specific to a language and a geographic area. Locale settings include information on sorting rules, date and time formatting, numeric and monetary conventions, and character classification.

(2) A collection of system settings that specify the default code pages and associated bitmap font files for a computer. The default code pages and fonts enable a non-Unicode application written for one language version of a system to run correctly on another language version of a system.

localizable: The condition of a data value or element that allows it to be modified, translated, or output for different languages or regional formats.

localization: The process of adapting an application or documentation, including text and non-text elements, to meet the language, cultural, and political expectations and requirements of a specific geographic country or region.

localize: The process of adapting an application or documentation, including text and non-text elements, to meet the language, cultural, and political expectations and requirements of a specific geographic country or region.

locked: The condition of a cell, worksheet, or other object that restricts user edits or modifications.

locked protection: A cell protection property that restricts the editing of cell content when a worksheet is protected.

logical left: A position that is relative to the language orientation of a document. Logical left means left, except in a right-to-left language where it means right. Also referred to as leading edge.

logical right: A position that is relative to the language orientation of a document. Logical right means right, except in a right-to-left language where it means left. Also referred to as trailing edge.

logical top-left: A position that is relative to the language orientation of a document. Logical top-left is the upper-left corner of a range or object when in left-to-right mode. It is the upper-right corner when in right-to-left mode.

logical top-right: A position that is relative to the language orientation of a document. Logical top-right is the upper-right corner of a range or object when in left-to-right mode. It is the upper-left corner when in right-to-left mode.

login name: A string that is used to identify a user or entity to an operating system, directory service, or distributed system. For example, in Windows® integrated authentication, a login name uses the form "DOMAIN\username."

long file name: A folder or file name that is longer than the 8.3 file name standard that allows as many as eight characters followed by a period and a file name extension of three characters.

14 M

Macintosh PICT: An abbreviated term for Macintosh Picture format, a graphics file format that is associated with Macintosh applications.

macro: A set of instructions that are recorded or written, and then typically saved to a file. When a macro is run, all of the instructions are performed automatically.

macro sheet: A single, logical container that is used to store and run Microsoft® Excel 4.0 for Windows® macro formulas.

mailto URI: A scheme that is used to designate the Internet mailing address of an individual or service, as specified in [\[RFC2368\]](#).

main data connection: The primary connection between an InfoPath form and a data source that stores or provides data for the form. The main data connection defines the structure of the main data source of the form.

main data source: An XML document or schema that defines the collection of fields and groups that store data for an InfoPath form.

major gridline: A horizontal or vertical line in the plot area of a chart that corresponds to the major scaling unit on the axis.

major scheme: The font scheme that is used for primary text elements, such as headings and titles, in a theme.

major tick mark: A tick mark that corresponds to a major scaling unit on an axis.

major version: An iteration of a software component, document, or list item that is ready for a larger group to see, or has changed significantly since the previous major version. For an item on a SharePoint site, the minor version is always zero for a major version.

managed code: Code that is executed by the .NET Framework common language runtime environment rather than directly by the operating system. Managed code applications gain common language runtime services such as automatic garbage collection, runtime type checking, and security support, which provide uniform behavior that is independent of platform and language.

Mandarin phonetic symbols: A phonetic system for transcribing Chinese through the use of an alphabet that includes characters for all possible sounds in the spoken Mandarin language.

manifest: A file that stores metadata about an expansion pack, such as the name of the expansion pack, the files and resources that are included in the expansion pack, and the dependencies it has on other files and components.

manual calculation mode: A calculation mode in which the formulas in a workbook are calculated only when specified by a user. See also automatic calculation mode.

manual filter: A filter that lets a user select a set of individual data items or dimension hierarchies by using a user interface that displays levels from the hierarchies.

master unit: A unit of linear measurement that is equal to 1/576 inch.

MD5: A one-way, 128-bit hashing scheme that was developed by RSA Data Security, Inc., as specified in [\[RFC1321\]](#).

MDX: See multidimensional expression (MDX).

MDX query: A query that uses the multidimensional expression (MDX) syntax.

MDX unique name: A unique identifier for a multidimensional expression (MDX) member or value in a given Online Analytical Processing (OLAP) cube, for example [Customer].[Customer Geography].[Country].&[Australia].

measure: In a cube, a set of values that are typically numeric and are based on a column in the fact table of the cube. Measures are the central values that are aggregated and analyzed.

measure group: A collection of related measures in a cube. The measures are generally from the same fact table.

Media Control Interface (MCI): A part of the Windows® API that enables an application to control multimedia devices. The term is also used to generically describe any media object that can be played through the interface.

meeting instance: A collection of data for a meeting that occurs only once or a single occurrence of a meeting that occurs multiple times. The data can be stored in a client application or on a Web site.

Meeting Workspace site: A SharePoint site that is based on a Meeting Workspace site template and has a template ID of 2. A Meeting Workspace site is used for planning, posting, and working together on meeting materials.

member: (1) A user in the Members group of a site.

(2) An identity that belongs to an Microsoft® Office Groove® 2007 shared space.

(3) See OLAP member.

member property: An attribute on a data item within a specific dimension in an Online Analytical Processing (OLAP) database.

membership group: See group (2).

memory stream: A series of bytes that is loaded into memory for the purpose of performing calculations, serialization, or other functions.

menu toolbar: A type of toolbar that is displayed in an application window, typically at the top, and provides a set of menu controls from which the user can select. Activating a control on the toolbar displays a list of commands in that menu, and the menu remains open until the user closes it or chooses a menu command.

merge conflict: A problem that occurs if two users are editing the same cell or other type of object in the workbook while changes are being merged in a shared workbook.

merged cell: A single cell that is created by combining two or more adjacent cells.

merged range: A range that contains one or more merged cells.

message body: The content within an HTTP message, as specified in [\[RFC2616\]](#).

message identifier: A string that uniquely identifies an e-mail message.

messaging system service provider: A business that supplies e-mail and other messaging services to individuals, businesses, and other organizations.

metadict: A dictionary that has strongly typed values.

metafile: A file that stores an image as graphical objects (lines, circles, polygons) rather than as pixels. A metafile preserves an image more accurately than pixels when the image is resized.

Microsoft Business Logic Module: A module that conforms to [\[ECMA-335\]](#).

Microsoft Business Logic Module Assembly Reference: A fully-qualified assembly reference, as specified in [\[ECMA-335\]](#) Partition I section 8.5.2.

Microsoft Business Logic Module Type Reference: A reference to a user-defined type name, as specified in [\[ECMA-335\]](#) Partition II section 7.3.

Microsoft Office Web Components: A set of controls that can be used to create data analysis and reporting solutions.

MIME Encapsulation of Aggregate HTML Documents (MHTML): A MIME-encapsulated HTML document, as specified in [\[RFC2557\]](#).

MIME type: A method that is used by protocol clients to associate files of a certain type with applications that can open or access files of that type.

minimal save: A process that saves only critical workbook data to disk when errors are detected during a file save operation.

minor gridline: A horizontal or vertical line in the plot area of a chart that corresponds to the minor scaling unit on the axis.

minor scheme: The font scheme that is used for the secondary text elements, such as body text, in a theme.

minor tick mark: A tick mark that corresponds to a minor scaling unit on an axis.

minor version: An iteration of a software component, document, or list item that is in progress or has changed only slightly from the previous version. For an item on a SharePoint site, the minor version number is never zero and is incremented for each new version of an item, unless a major version is explicitly published. When minor versioning is

disabled on a SharePoint site, only major version numbers are incremented, and the minor version is always zero.

mobile device: A small computing device that is easily portable and can be used in various environments.

moderated object: An object for which a moderator reviews and either approves or rejects additions or changes to that object. New objects and changes to existing objects can be seen by other users only after they have been approved by the moderator.

moderation status: A content approval status of an item in a list.

module: A collection of routines and data structures that performs a particular task or implements a particular abstract data type. Modules usually consist of two parts: a module header and a module body. A module header is a set of name/value attribute pairs that specify the linguistic characteristics of the module. A module body is the Microsoft® Visual Basic® for Applications (VBA) source code, a set of declarations followed by procedures. VBA supports two types of modules, procedural modules and class modules.

module sheet: A sheet type that contains VBA code and was created by using Microsoft® Excel 5.0 for Windows® or Microsoft® Excel® for Windows® 95.

moniker: An object that stores information that uniquely identifies a Component Object Model (COM) object and allows that object to be located and activated.

moving average: A type of trendline that is calculated based on the most recent period of data points in a series.

MS-DOS path compatibility mode: A mode that converts an MS-DOS® path into a corresponding path by mapping MS-DOS device names to MS-DOS devices and drive letters.

multibyte character set (MBCS): A mixed-width character set in which some characters are encoded into more than 1 byte. A multibyte character set (MBCS) is used in languages such as Japanese, Chinese, and Korean, where the 256 possible values of a single-byte character set are not sufficient to represent all possible characters.

multidimensional expression (MDX): A syntax that is used for defining multidimensional objects, and for querying and manipulating multidimensional data.

Musical Instrument Digital Interface (MIDI): A specification of the MIDI Manufacturers Association (MMA). The specification for Musical Instrument Digital Interface (MIDI) defines a protocol for describing music data, such as note on and note off messages; a file format for storing music data, called Standard MIDI; and a standard hardware interface.

15 N

named object: A list, PivotTable® report, chart, or range that can be referenced by name. A sheet is not a type of named object.

named object view: A mode in which only named objects are rendered.

named range: See defined name.

narrow katakana: A non-cursive character set that is used to write non-Japanese words phonetically in Japanese. Narrow katakana characters are represented with a single byte. Also referred to as half-width katakana.

native PivotTable: A PivotTable® report that is populated with data from a worksheet in the same workbook.

navigate: The process of using navigation controls in a Web browser to change a Web page.

navigation operation: An operation that changes a Web page when a user uses the navigation controls in a Web browser.

network share: A directory or folder that is made available to users over a network.

ninched: A condition in which a group of selected cells or objects do not share a particular property. For example, if a selection has three cells, but only two of the cells share the same color formatting, the selection's color formatting is in a ninched state.

NLCheck: An API that is implemented by grammar checkers that were developed by Microsoft Corporation.

non-contiguous range: A selected range that includes non-adjacent cells.

Normal style: A style applied by default to worksheets and objects.

Normal view: A document view that displays text formatting and a simplified page layout of a document. The Normal view hides some layout elements such as the header and footer. Referred to as Draft view in Office Word 2007.

number format: A property of a cell or other type of object that determines how numerical data is displayed or interpreted. For example, a currency number format affixes the proper currency symbol to the number.

16 O

obfuscation key: A secret shared key combined with a cryptographic hash function that is intended to prevent a reversal of an encoding process. See also XOR obfuscation.

object model: A collection of object-oriented APIs that represent data structures and are designed to promote software interoperability.

OCXDropDown control: A type of DropDown control that displays a list of the ActiveX® controls that are available within that application.

ODBC: See Open Database Connectivity (ODBC).

Office binary document: A compound file that conforms to a file format specified in [\[MS-DOC\]](#), [\[MS-XLS\]](#), or [\[MS-PPT\]](#).

Office data connection (ODC) file: A file that stores information about a connection to a data source, such as an Access® database, worksheet, or text file. This file facilitates data source administration.

offline: The condition of not being connected to or not being on a network or the Internet. Offline can also refer to a device, such as a printer, that is not connected to a computer, and files that are stored on a computer that is not connected to or not on a network or the Internet.

OLAP: See Online Analytical Processing (OLAP).

OLAP calculated member: An Online Analytical Processing (OLAP) member whose value is calculated at run time.

OLAP cube: A data structure that aggregates Online Analytical Processing (OLAP) measures by OLAP levels and OLAP hierarchies. An OLAP cube combines several OLAP hierarchies, such as time, geography, and product lines, with OLAP measures, such as sales or inventory figures.

OLAP hierarchy: An attribute hierarchy or a user-defined hierarchy in a data structure. By default, each dimension attribute has an attribute hierarchy. A user-defined hierarchy is a set of related attribute hierarchies that is used to facilitate browsing an Online Analytical Processing (OLAP) cube.

OLAP KPI: See key performance indicator (KPI).

OLAP level: Within an Online Analytical Processing (OLAP) hierarchy, a set of data that is organized into a lower or higher level of detail, such as Year, Quarter, Month, and Day levels in a Time hierarchy.

OLAP measure: A set of numeric values in an Online Analytical Processing (OLAP) cube that is used in aggregation and analysis.

OLAP measure group: A collection of related Online Analytical Processing (OLAP) measures in an OLAP cube. An OLAP cube can contain multiple measure groups.

- OLAP member:** An item in an Online Analytical Processing (OLAP) level. For example, a Canada member in a Country level of a Geography hierarchy.
- OLAP member property:** A relation between two Online Analytical Processing (OLAP) hierarchies, such as a Population member property of a Country member.
- OLAP named set:** A collection of Online Analytical Processing (OLAP) tuples with the same dimensionality. Also referred to as OLAP set.
- OLAP set:** A collection of Online Analytical Processing (OLAP) tuples with the same dimensionality. Also referred to as OLAP named set.
- OLAP subselect:** The ability to execute multiple SELECT commands in the FROM clause inside a multidimensional expression (MDX) statement.
- OLAP tuple:** An ordered collection of members from different dimensions of an Online Analytical Processing (OLAP) cube. A single member is a special case of a tuple.
- OLE (object linking and embedding):** A technology for transferring and sharing information between applications by inserting a file or part of a file into a compound document. The inserted file can be either linked or embedded.
- OLE compound file:** A form of structured storage, as specified in [\[MS-CFB\]](#). A compound file allows independent storages and streams to exist within a single file.
- OLE control:** A reusable software component that is designed to work in containers that support Object Linking and Embedding (OLE) 2.0.
- OLE DB:** A set of interfaces that are based on the Component Object Model (COM) programming model and expose data from a variety of sources. These interfaces support the amount of Database Management System (DBMS) functionality that is appropriate to the data store and enable the data store to share its data.
- OLE host mode:** A method of operation in which linked or embedded objects are served to requesting applications or documents.
- OLE link:** A connection between an Object Linking and Embedding (OLE) object and its OLE server. See also DDE link.
- OLE object:** An object that supports the Object Linking and Embedding (OLE) protocol for object linking and embedding.
- OLE server:** An application or dynamic-link library (DLL) that supplies a linked or embedded Object Linking and Embedding (OLE) object to another application.
- OLE verb:** An action defined by an OLE-linked object that specifies what behaviors can be applied to it.
- OLE_COLOR type:** A Component Object Model (COM) data type that is internally represented as a 32-bit long integer and stores color scheme information.
- OLE1:** See OLE (object linking and embedding).

OLE2: See OLE (object linking and embedding).

one-variable data table: A data table that consists of only one input cell, which is either a row input cell or a column input cell.

Online Analytical Processing (OLAP): A technology that uses multidimensional structures to provide access to data for analysis. The source data for OLAP is stored in data warehouses in a relational database. See also cube.

Open Database Connectivity (ODBC): A standard software API method for accessing data that is stored in a variety of proprietary personal computer, minicomputer, and mainframe databases. It is an implementation of [\[TSQL-CLI-2003\]](#) and provides extensions to that standard.

Open Item permission: An authorization that allows a user to retrieve an entire file.

open table method: A method on an API that returns the table specified by a CommandText parameter.

outline: A nested grouping of rows or columns in a worksheet.

outline collapse: A process in which rows or columns of an outline are made invisible.

outline effect: A formatting effect in which a line is placed around the edge of a shape or around each character in a text string.

outline expand: A process in which rows or columns of an outline are made visible.

outline level: (1) The number of levels that a task is indented from the top level of an outline; the order associated with an outline.

(2) A type of paragraph formatting that can be used to assign a hierarchical level, Level 1 through Level 9, to paragraphs in a document. After outline levels are assigned, an outline of a document can be viewed by using Outline view or the document map.

outline state: A setting that specifies whether an outline is currently outline expanded or outline collapsed.

outline symbol: A user interface control that is used to display or hide subordinate levels in an outline.

Outlook synchronization URL: A URL that conforms to the Microsoft® Office Outlook® 2007 synchronization URL syntax.

out-of-memory: A state of a computer or application when it halts because all available volatile memory has been allocated and none is currently available for reallocation.

outside margin: A side or top margin of a document that is opposite the side where the document is bound.

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page break: The point at which one page ends and another begins, in the context of printing. (2) A divider that breaks a worksheet into separate pages for printing. Page breaks are inserted automatically based on the paper size, margin settings, scaling options, and the positions of any page breaks that are inserted manually.

Page Break Preview view: A worksheet view that displays the areas to be printed and the locations of page breaks.

page field parameter: A PivotTable® page field that is also a workbook parameter.

Page Layout view: A sheet view that displays how a sheet is printed, including margins, header and footer elements, and pagination.

page margin: The white space at the top, bottom, and sides of a document when a document is printed.

page type: An integer that specifies the type of a page.

palette color: A particular color among those that are available on the active color palette.

pane: A portion of a software window that is bounded by and separated from other portions by vertical or horizontal bars and that has a separate function.

pane control: A task pane that displays information about the selected cells in a worksheet.

Pane control: A type of toolbar control that hosts a window within itself. The hosted window is not constrained by the layout and control type options of a basic toolbar or a menu toolbar.

parent directory indicator: In a hierarchical filing system, two periods followed by a backslash (..) that specify a working directory, relative to the current working directory.

parent window: A primary window that provides window management functionality for a set of child windows.

path component: Data that identifies a resource within the scope of a scheme and authority in a URI, as specified in [\[RFC3986\]](#).

path segment: A portion of a URI, as specified in [\[RFC3986\]](#). See also path component.

pattern color: The color of the background pattern for a cell.

pattern fill: A state of a cell in which a background pattern is specified.

pattern mask: Any of the set of patterns that specify a design for the background of a cell.

patterned overlay mask: See pattern mask.

permission: A rule that is associated with an object to regulate which users can gain access to the object and in what manner.

permission level: A set of permissions that can be granted to principals or SharePoint groups on an entity such as a site, list, folder, item, or document.

persist: The process of storing data in a memory medium that does not require electricity to maintain the data that it stores. Examples of such mediums are hard disks, CDs, non-volatile RAM, and memory sticks.

persist object version: A monotonically increasing long integer that serves as the version of a persist object.

personal site: A type of SharePoint site that is used by an individual user for personal productivity. The site appears to the user as My Site.

phonetic guide: A set of supplemental phonetic symbols that are displayed above text in Japanese and other East Asian languages. A phonetic guide is displayed automatically and can be edited by the user.

phonetic information: A series of characters that appear above text in a cell and provide information that helps users pronounce the text.

phonetic string: A series of characters that appear above a string and provide information that helps users pronounce the string. Phonetic strings are typically used in East Asian languages.

phonetic text run: A series of characters within a phonetic string.

phrase list: A defined set of words, numbers, or phrases in an InfoPath form that restrict the input entered into an ink-enabled control, which can improve the accuracy of handwritten input.

physical left: A leftward position that is not relative to the language orientation of document content. See also logical left.

physical right: A rightward position that is not relative to the language orientation of document content. See also logical right.

picture library: A type of document library that is optimized for storing digital pictures or graphics.

Pinyin: A system for transliterating Chinese ideograms into the Roman alphabet.

PivotChart filter pane: A user-interface element that displays a list of active fields in a PivotChart® view and is used to apply filters to those fields.

PivotChart report: A chart that uses a PivotCache for source data and inherits filtering and sorting functionality from a PivotTable® report.

PivotTable data field: A PivotTable® field that is in the PivotTable area where the data values are shown.

PivotTable field list: A user-interface element that displays a list of all PivotTable® fields. A PivotTable field list can be used to populate the PivotTable report and to manipulate the fields.

PivotTable filter parameter: The value that a filter on a PivotTable® report is set to, which indicates that matching values are included in the result set.

PivotTable item: A single member of a PivotTable® field.

PivotTable member: An individual data item within a specific dimension as it is displayed in a PivotTable® report. For example, a member in the Geography dimension might be North America.

pixel: A discrete unit of display on a computer display device.

placeholder: A character or symbol that is used in place of an actual value, text, or object. The actual value that the placeholder represents is unknown or unavailable at the current time, or is not displayed for security reasons.

plot area: A portion of a chart area that contains the plotted data and axes.

point: A unit of measurement for fonts and spacing. A point is equal to 1/72 of an inch.

policy: A set of rules that governs all interactions with an object such as a document or item.

policy labels: A set of fields that stores metadata about a document and is defined by an information management policy.

Popup control: A built-in or custom control on a menu bar or toolbar that displays a menu of related commands when clicked.

Portable Document Format (PDF): An Adobe Systems specification for electronic documents that use the Adobe Acrobat family of servers and readers. PDF-format files have a .pdf file name extension.

Portable Network Graphics (PNG): A bitmap graphics file format that uses lossless data compression and supports variable transparency of images (alpha channels) and control of image brightness on different computers (gamma correction). PNG-format files have a .png file name extension.

post method: A method of submitting form data in the header of an HTTP request.

postback: A process in which a Web page sends data back to the server that hosts the page.

precision as displayed: A calculation setting that permanently changes stored values in cells from full precision (15 digits) to the currently displayed format, including number of decimal places.

primary editing language: The language settings that define the default editing behavior in an application.

primary pie: The main chart in a bar of pie or pie of pie chart. The primary pie chart has one pie slice (data point) that is a grouping of data points.

print area: A collection of one or more ranges of cells that are designated to be printed. If a worksheet includes a print area, only the content inside the print area is printed.

Print Preview view: A document view that displays a document as it would appear on a printed page.

print scale: The size of the output printed on a page, expressed as a percentage of the size of the original page contents.

print settings: The settings that specify how a file is printed in a specific print job, such as duplex or landscape orientation. Printer settings are settings that can differ from printer to printer but apply to every print job of a given printer. Print settings are values that typically vary between print jobs.

print titles: The rows or columns that appear on each page when printed. Print titles are typically used to print column headers above tabular data that spans several printed pages.

print view: A document view that displays a document as it would appear on a printed page.

ProgID: An identifier that is used by the Windows® registry to uniquely identify an object and is in the form OLEServerName.ObjectName, Excel.Sheet or PowerPoint.Slide, for example.

Project Workspace site: A site that can be used to manage a project.

property bag: A container that stores data but is not defined in the schema for a SharePoint list. Instead of interpreting data in a property bag, the server only passes the data in response to requests. See also metadict.

property promotion: A process in which a field in an InfoPath form is made available for display as a column in a SharePoint list or a folder name in Office Outlook 2007.

property set storage: A collection of sets of properties, as specified in [\[MS-OLEPS\]](#).

protected: A property that is applied manually to a file or a portion of a file, with or without a password, and that helps prevent a user from accidentally or deliberately changing, moving, or deleting important data.

protected content: Any content or information, such as a file, Internet message, or other object type, to which a rights-management usage policy is assigned and is encrypted according to that policy. See also Information Rights Management (IRM).

protection: A mechanism to restrict users from making unwanted changes to the data or structure of a workbook.

provision: The process of creating and deploying an object, and in some cases, populating an object with default data and settings.

provisioned: A condition of an object that was created and deployed successfully.

proxy: A computer, or the software that runs on it, that acts as a barrier between a network and the Internet by presenting only a single network address to external sites. By acting as a go-between representing all internal computers, the proxy protects network identities while still providing access to the Internet.

publish: (1) The process of making an InfoPath form template available for people to fill out by using Microsoft® Office InfoPath® or a Web browser.

(2) The process of posting presence information from a client device to a presence server by using the Wide Area Network Device Presence Protocol (WANDPP).

publish to server: A process that facilitates saving a document or portions of a document to a Web server.

published: A condition of portions of a workbook that are marked as being available to the user when that workbook is processed by a protocol server.

published item: A specific named object in a workbook that is published.

published items snapshot: A snapshot that contains only the published items or published sheets from a workbook. When no published items are defined, the snapshot contains the entire workbook.

published range: A specific type of published item that represents a range of cells.

published sheet: A sheet that is published.

published version: The version of a list item that is approved and can be seen by all users. The user interface (UI) version number for a published version is incremented to the next positive major version number and the minor version is zero. See also major version and minor version.

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query: A formalized instruction to a data source to either extract data or perform a specified action. A query can be in the form of a query expression, a method-based query, or a combination of the two. The data source can be in different forms, such as a relational database, XML document, or in-memory object. See also search query.

query component: A portion of a URL that follows a question mark (?), as specified in [\[RFC3986\]](#).

query field: An entry in a two-dimensional table that presents data from an external data source.

query table: A two-dimensional table that presents data from an external data source.

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R1C1: A reference style where each row and each column has a numeric heading that is numbered sequentially from the top down and left-to-right, respectively. R stands for row, and C stands for column.

R1C1 notation: A notation that is used to specify a row and column of cells in a workbook, as specified in [\[ECMA-376\]](#).

ragged hierarchy: A dimension hierarchy in which one or more levels do not contain members in one or more branches of the hierarchy. For example, the State or Province level in a Geography hierarchy contains no members for countries that do not have states or provinces.

range: An addressable region in a workbook. Typically a range consists of zero or more cells, usually representing a single, contiguous rectangle of cells on a single sheet.

Reading Layout view: A document view that displays a document as it would appear on a printed page and is optimized for reading a document on a computer screen. Two pages are displayed simultaneously, side-by-side.

reading order: The positioning of characters in words and the positioning of words in sentences. This can be left-to-right or right-to-left.

read-only mode: An attribute that indicates that an object cannot be changed or deleted. The object can only be accessed or displayed.

read-only recommended: A file sharing property that causes an alert to be displayed on opening the file to recommend read-only permissions to the user.

real-time data (RTD): The data that is pushed into a worksheet from an RTD server and continually updated. Real-time data is frequently used to track stock prices or inventory levels in real time.

recalculate: The process of computing a value in a workbook by initiating a calculation repeatedly.

reconnect condition: A condition that specifies whether to reconnect to a database after connectivity has expired.

record: A group of related fields, sometimes referred to as columns, of information that are treated as a unit. Also referred to as row, in a relational database.

rectangular gradient: A gradient fill in which the color of a cell or other object gradually changes with each successive inner rectangle of pixels.

Recycle Bin: The location where deleted files are stored until they are either restored if they are deleted erroneously or destroyed permanently.

reference: (1) A link in a project to another project, a .NET Framework assembly, or a compatible Component Object Model (COM) library. Adding a reference to a project allows

the use of the referenced item in a project, but does not copy it to the current project folder.

(2) A means of accessing a variable, such as an element in an array or a field in a record.

(3) The means by which cells, objects, and chart elements are referred to in formulas.

reference style: A system for specifying cells or ranges of cells used in formulas. A reference style is used to specify a specific cell in a two-dimensional table by identifying the row and column that contain that cell or range of cells.

refresh: A process that retrieves values from a data source and populates a workbook with those values.

regional settings: See locale settings.

regression type: The type of calculation that is used to determine the trendline on a chart. Regression types include linear, polynomial, and logarithmic.

relative path: A path that is implied by the current working directory or is calculated based on a specified directory. When a user enters a command that refers to a file and the full path is not entered, the current working directory becomes the relative path of the referenced file.

relative reference: A reference to a location on a sheet that is relative to the cell containing the reference. A relative reference can be stored as a cell reference or as an offset.

relative security descriptor: A security descriptor that contains all associated security information in a contiguous block of memory.

rendering URL: The URL that is used to render an InfoPath form in a Web browser if the form cannot be opened in Microsoft® Office InfoPath®.

repeating field: A field that can occur more than once in the data source for an InfoPath form. Controls such as bulleted lists, numbered lists, repeating sections, and repeating tables can be bound to repeating fields. See also bind.

repeating group: A group that can occur more than once in the data source for an InfoPath form. Controls such as repeating sections and repeating tables can be bound to repeating groups. See also bind.

Representational State Transfer (REST): A class of Web services that is used to transfer domain-specific data by using HTTP, without additional messaging layers or session tracking, and returns textual data, such as XML.

Request-Line: The Request-Line of an HTTP message, as specified in [\[RFC2616\]](#).

Request-URI: A URI in an HTTP request message, as specified in [\[RFC2616\]](#).

restore: The process of removing a file, record, or item from the Recycle Bin and reinstating it to its previous location.

Restricted security level: A security level for an InfoPath form that limits access to content that is stored in the form itself.

result set: A set of records that results from running a stored procedure or query, or applying a filter. The structure and content of the data in a result set varies according to the implementation.

return code: A code that is used to report the outcome of a procedure or to influence subsequent events when a routine or process terminates (returns) and passes control of the system to another routine. For example, a return code can indicate whether an operation was successful.

revision: A change in a document, file, or other object.

revision history: A list of data that describes document updates such as the date modified, by whom, and other pertinent data.

RGB (red-green-blue): A color model that describes color information in terms of the red (R), green (G), and blue (B) intensities that make up a color.

RGBA (red-green-blue-alpha): A color model that describes color information in terms of the red (R), green (G), blue (B) and alpha (A) intensities that make up a color.

rich text: Text that is formatted in the Rich Text Format, as specified in [\[ECMA-376\]](#).

right-to-left: A reading and display order that is optimized for right-to-left languages.

role: A symbolic name that defines a class of users for a set of components. A role defines which users are allowed to invoke interfaces on a component.

role assignment: An association between a principal or a site group and a role definition.

role definition: A named set of permissions for a SharePoint site. See also permission level.

role identifier: An integer that uniquely identifies a role definition within a site.

root element: The top-level element in an XML document that contains all other elements and is not contained by any other element, as specified in [\[XML\]](#).

root node: The highest-ranking or uppermost node in a hierarchically organized set of information.

routing slip: Information that specifies how a document is to be distributed from a document originator and processed by one or more recipients. It also specifies subject and message body text associated with the document routing process and routing status or workflow information.

routing stage: The current status of a document with a routing slip.

row: (1) A collection of columns that contains the property values that describe a single item from the set of items that match the restriction specified in the search query that was submitted to the query server.

(2) A single set of data that is displayed horizontally in a worksheet.

row banding: A table formatting option that applies background colors to alternating rows to increase legibility.

row field: A PivotTable® field that is contained in the PivotTable area where the row values are shown.

row heading: The numbered gray area at the left of each row. A user can click the row heading to select an entire row.

row input cell: In a data table, a cell that indicates that values are substituted from a row in the table.

row subheading: A subtitle that is associated with a row heading in a PivotTable® report.

RSS channel: An RSS channel, as specified in [\[RSS 2.0\]](#).

RSS item: The item element in an RSS feed, as specified in [\[RSS 2.0\]](#).

RTD server: A Component Object Model (COM) Automation server that is used by the real-time data (RTD) function for retrieving data in real time. The RTD server can exist as an ActiveX® DLL or as an .exe file that runs on the same local computer or on a remote server.

RTD topic: A discrete combination of parameters used to request data from a real-time data (RTD) server.

Ruby: A text layout setting that displays annotative characters above or to the right of the text to which it applies. It is typically used in East Asian documents to indicate pronunciation or to provide a brief annotation.

rule: (1) A condition or action, or a set of conditions or actions, that performs tasks automatically based on events and values.

(2) A set of qualifiers, such as enumeration values, and/or quantifiers, such as numeric arguments, specified as usage guidelines for a set of objects or data.

(3) A mapping of a file type to a location in a document repository.

ruler: A user interface element in a document that allows a user to measure and align objects and to adjust page margins.

run length encoding: A lossless compression method that replaces a contiguous series (run) of identical values in a data stream with a pair of values that represent the length of the series and the value itself. For example, a data stream that contains 57 consecutive entries with the value 10 could replace them all with the much shorter pair of values 57, 10.

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safe load: A process of loading a file in which additional error checking is performed and various corruption patterns in the file are detected and repaired.

scatter chart: A chart that displays values on both x and y axes in order to represent two variables as a single data point.

scenario: A named set of input values (changing cells) that can be substituted in a worksheet model.

Scenario Manager: A process for creating and managing different sets of input values for calculation models in a worksheet.

scheme color: One of the colors that is defined in a set of specified colors for a document. If an object is filled with a scheme color, its color changes when another color scheme is selected for that document.

ScreenTip: A small pop-up window that provides brief context-sensitive help when a user points to an item.

sealed content type: A named and uniquely identifiable collection of settings and fields that cannot be changed. A seal can be removed only by a site collection administrator.

search down: The process of searching by ascending row and column numbers.

search query: A complete set of conditions that are used to generate search results, including query text, sort order, and ranking parameters.

search up: The process of searching by descending row and column numbers.

secondary bar/pie: The secondary chart in a bar of pie or pie of pie chart that displays the detailed data of the grouped data point in the primary pie chart. The secondary bar/pie chart takes the form of a stacked bar chart or a pie chart that is connected to the primary pie chart with series lines.

secondary data connection: Any auxiliary connection between an InfoPath form and a data source that stores or provides data for a form.

secondary data source: An XML data file, a database, or a Web service that is used to populate controls or provide values in an InfoPath form.

section: (1) A collection of user profile properties that appear together on the profile site.

(2) A portion of a document that is terminated by a section break or the end of the document. A section can store unique, page-level formatting, such as page size and orientation, and other formatting features such as headers and footers.

section break: A special character that terminates a section and acts as a repository for the properties of the specified section.

Security Account Manager (SAM): A centrally managed service, such as Active Directory® Domain Services, that enables a server to establish a trust relationship with other authorized servers. The SAM also maintains domain and security principal information, and provides client-to-server information by using several available standards for access control lists (ACLs).

security descriptor: A data structure containing the security information that is associated with a securable object. A security descriptor identifies an object's owner by security identifier (SID).

security principal: (1) A unique entity that is identifiable through cryptographic means by at least one key. It frequently corresponds to a human user, but also can be a service that offers a resource to other security principals. Also referred to as principal.

(2) An identity that can be used to regulate access to resources. A security principal can be a user, a computer, or a group that represents a set of users.

security role: A defined set of access privileges. The security role that is assigned to a user determines the tasks that a user can perform and which parts of the user interface a user can view.

seed: A value that is greater than or equal to all other values in a set of values and is used to create the next value in the set.

selected: The condition of a set of items that has focus in a workbook.

selection: An item or set of items, such as cells, shapes, objects and chart elements, that has focus in a document.

sequence number: A numeric value that is used to define the order in which a series of events occurs in an execution sequence or transaction.

series line: A supplemental line on a stacked column, stacked bar, pie of pie, or bar of pie chart that connects each data point in a series with the next data point to increase legibility.

server name: The name of a server as specified in its operating system settings.

server-relative URL: A relative URL that does not specify a scheme or host, and assumes a base URI of the root of the host, as specified in [\[RFC3986\]](#).

session: (1) A unidirectional communication channel for a stream of messages that are addressed to one or more destinations. A destination is specified by a resource URL, an identity URL, and a device URL. More than one session can be multiplexed over a single connection.

(2) A representation of a workbook in system memory. It is used to maintain state for workbooks that are being manipulated on a protocol server by a user.

session identifier: (1) A unique string that is used to identify a specific instance of session data and is used by stored procedures as an opaque primary key.

(2) A key that allows an application to make reference to a session.

Session Initiation Protocol (SIP) address: A URI that does not include a "sip:" prefix and that is used to establish multimedia communications sessions between two or more users over an Internet Protocol (IP) network, as specified in [RFC3261](#).

session state: In ASP.NET, a variable store on a server for storing and retrieving values for a user while the user navigates ASP.NET pages in a Web application. Session state is typically used to store user-specific information between postbacks. Each user maintains a separate session state on the server.

session view: The rendering of the contents of a workbook that are associated with a particular session.

setup path: The location where supporting files for a product or technology are installed.

SHA-1: An algorithm that generates a 160-bit hash value from an arbitrary amount of input data, as specified in [RFC3174](#). SHA-1 is used with the Digital Signature Algorithm (DSA) in the Digital Signature Standard (DSS), in addition to other algorithms and standards.

shade: A color that is mixed with black. A 10-percent shade is one part of the original color and nine parts black.

shadow effect: A formatting effect that makes a font or object appear to be elevated from the page or screen surface, and therefore casts a shadow.

shape: A collection of qualifiers, such as names, and/or quantifiers, such as coordinates, that is used to represent a geometric object. A shape can be contained in a document, file structure, run-time structure, or other medium.

shape identifier: An integer that corresponds to a shape object or an instantiation of a shape object.

Shared Services Provider (SSP): A logical grouping of shared service applications, and their supporting resources, that can be configured and managed from a single server and can be used by multiple server farms.

Shared Services Provider (SSP) database: A database that stores service-specific data, such as user information, site usage statistics, business intelligence methods, and calculated audiences.

shared space: A set of tools that is synchronized between different endpoints by using the Microsoft® Office Groove® Dynamics Protocol.

shared workbook: A workbook that is configured to allow multiple users on a network to view and make changes at the same time. Each user who saves the workbook sees the changes that are made by other users.

sheet: A part of a Microsoft® Office Excel® workbook. There are four types of sheets: worksheet, macro sheet, dialog sheet, and chart sheet. Multiple sheets are stored together within a workbook. (2) A worksheet. Because worksheets are the most common type of sheet, the term sheet frequently refers to a worksheet.

sheet tab: A control that is used to select a sheet.

sheet view: A set of display settings, such as which cells are shown, and the zoom level for a sheet window.

shell link: A data object that is used to access another object, such as a file or folder, in the shell namespace.

shrink to fit: The process of adjusting the font size of text in a cell to fit the current height and width of the cell.

sigma transfer function: A mathematical process which improves the signal-to-noise ratio of a data series.

signature line: A location in a document where a visible digital signature can be inserted.

signed data block: A set of data that is stored in an InfoPath form file and is signed by using an XML digital signature.

simple type: An element that can only contain text and appears as <simpleType> in XML documents, or any attribute of an element. Attributes are considered simple types because they contain only text. See also complex type.

single accounting: An underline style that places one line beneath the text. Single accounting can be used to indicate subtotals.

single sign-on (SSO): A process that enables users who have a domain account to log on to a network and gain access to any computer or resource in the domain without entering their credentials multiple times.

single sign-on (SSO) identifier: A string that represents the definition of user credentials that allow a user to access a network. See also single sign-on (SSO).

site collection: A set of Web sites that are in the same content database, have the same owner, and share administration settings. A site collection can be identified by a GUID or the URL of the top-level site for the site collection. Each site collection contains a top-level site, can contain one or more subsites, and can have a shared navigation structure.

site collection identifier: A GUID that identifies a site collection. In stored procedures, the identifier is typically @SiteId or @WebSiteId. In databases, the identifier is typically SiteId/tp_SiteId.

site column: A field that can be associated with a content type or list within a site or site collection.

site content type: A named and uniquely identifiable collection of settings and fields that store metadata for lists within individual sites.

site definition: A family of site definition configurations. Each site definition specifies a name and contains a list of the site definition configurations. See also site definition configuration.

site definition configuration: An XML-based definition of lists, features, modules, and other data, that collectively define a type of SharePoint site. Site definition configuration files are stored in the ONET.xml file.

site identifier: A GUID that is used to identify a site in a SharePoint site collection.

site membership: The status of being a member of a site and having a defined set of user rights for accessing or managing content on that site.

site property: A name/value pair of strings that serves as metadata for a site, such as the title or default language.

site solution: A deployable, reusable package that contains a set of features, site definitions, and assemblies that apply to sites, and that can be enabled or disabled individually.

site template: An XML-based definition of site settings, including formatting, lists, views, and elements such as text, graphics, page layout, and styles. Site templates are stored in .stp files in the content database.

site-relative URL: A URL that is relative to a site that contains a resource and does not start with a leading slash (/).

slicer axis: An axis that corresponds to a WHERE clause in a multidimensional expression (MDX) query.

slide: A frame that contains text, shapes, pictures, or other content. A slide is a digital equivalent to a traditional film slide.

Slide Library: A type of a document library that is optimized for storing and reusing Office PowerPoint 2007 slides.

smart document: A file that is programmed to assist the user as the user creates or updates the document. Several types of files, such as forms and templates, can also function as smart documents.

smart tag: A feature that adds the ability to recognize and label specific data types, such as people's names, within a document and displays an action button that allows users to perform common tasks for that data type.

smart tag actions button: A user interface control that displays a menu of actions that are associated with a particular smart tag.

smart tag indicator: A triangular symbol in the bottom right corner of a cell that identifies a cell that contains a smart tag.

smart tag recognizer: An add-in that can interpret a specific type of smart tag, such as an address or a financial symbol, in a document and display an action button that allows users to perform common tasks for that data type.

snapshot: A copy of a workbook that contains only values and formatting. It does not contain any formulas or data connections.

SOAP (Simple Object Access Protocol): An XML-based protocol for exchanging structured data and type information on the World Wide Web, as specified in [\[SOAP1.1\]](#).

SOAP action: A parameter that can be used to specify a URI that identifies the intent of a SOAP message, as specified in [\[RFC3902\]](#).

SOAP body: A collection of zero or more elements in a SOAP message, as specified in [\[SOAP1.1\]](#).

SOAP envelope: The outermost element of a SOAP message, as specified in [\[SOAP1.1\]](#).

SOAP fault: A collection of elements in a SOAP message that identify the code and cause of an error, as specified in [\[SOAP1.1\]](#).

SOAP fault code: An element within a SOAP message that identifies the code for an error, as specified in [\[SOAP1.1\]](#).

SOAP fault detail: An element within a SOAP message that describes the cause of an error, as specified in [\[SOAP1.1\]](#).

SOAP header: A collection of elements in a SOAP message, as specified in [\[SOAP1.1\]](#). The SOAP header allows additional information to be sent with a SOAP request.

SOAP header block: An element that is used to delimit data that logically constitutes a single computational unit within a SOAP message header, as specified in [\[SOAP1.1\]](#). The type of a SOAP header block is identified by the expanded name of the header block element.

SOAP message: The data encapsulated in a SOAP envelope that flows back and forth between a protocol client and a Web service, as specified in [\[SOAP1.1\]](#).

SOAP MustUnderstand attribute: An attribute in a SOAP message that is used to indicate whether the processing of a SOAP header block is mandatory, as specified in [\[SOAP1.1\]](#).

SOAP node: An element in a SOAP message that identifies the node on a SOAP message path that causes a fault to occur, as specified in [\[SOAP1.1\]](#).

SOAP operation: An action that can be performed by a SOAP service, as specified in [\[SOAP1.1\]](#).

sort: A process that arranges cells in ascending or descending order, based on cell content.

sort condition: A condition that determines how to sort cells in a range.

sort order: (1) A set of rules in a search query that defines the order of relevant results. Each rule consists of a managed property, such as modified date or size, and a direction for order, such as ascending or descending. Multiple rules are applied sequentially.

(2) A specific arrangement of cells that is based on cell content. The order can be ascending or descending.

sort range: A range of cells that will be or have been sorted.

source data: The data that is used as the basis for charts, PivotTable® reports, and other data visualization features.

source files: A collection of files that are used to implement an InfoPath form. File types can include HTML, XML, XSD, XSLT, and script.

source location: A server, disk, file, document, or other collection of information from which a file or data is copied or moved.

South Asian language: A spoken or written communication consisting of words that are used within the grammatical and syntactic structure of a language of southern Asia, such as Hindi, Urdu, or Tamil.

split pane: A pane consisting of two or more discrete areas of a window that display content and scroll independently from other areas of the window. See also frozen panes.

SplitButtonMRUPopup control: A type of SplitButtonPopup control whose icon changes to reflect the command that the user most recently selected from the menu that is displayed by that button.

SplitButtonPopup control: A type of Button control that performs an action when clicked, and can also display a menu of related commands when the user clicks a drop-down arrow that appears on the button.

SplitDropDown control: A type of Button control that performs a default action when clicked, and can also expand to display a list of other possible actions when the user clicks a drop-down arrow that appears on the button.

SQL (Structured Query Language): A database query and programming language that is widely used for accessing, querying, updating, and managing data in relational database systems.

SQL datetime: A data type that is used to store date and time information from January 1, 1753, to December 31, 9999, with an accuracy of one three-hundredths of a second, or 3.33 milliseconds. Values are rounded to increments of .000, .003, or .007 milliseconds. Datetime values are stored as two 4-byte integers. The first four bytes store the number of days before or after the base date, January 1, 1900, which is the reference date of the system. Values that are earlier than January 1, 1753, are not permitted. The remaining four bytes store the time of day, represented as the number of milliseconds after midnight. Seconds have a valid range of 0 - 59.

SQL statement: A complete phrase in SQL that begins with a keyword and completely describes an action to be taken on data.

Standard Generalized Markup Language (SGML): The international standard for organizing and tagging elements and data in a document. SGML itself does not specify any particular formatting; rather, it specifies the rules for tagging elements. Tags can then be interpreted to format elements in different ways.

startup directory: The directory from which an application opens data files when it starts.

state changing: A type of operation that changes the state of a session.

static analysis: The process of examining the source or object code of an application without executing the code. Typically, the analysis is designed to detect errors.

static Internet Protocol version 4 (IPv4) address: An Internet Protocol version 4 (IPv4) address that is manually assigned by an administrator.

static page: A Web page that is prepared in advance of a request for it and is sent to the protocol client upon request. A static page neither takes nor requires any special processing when it is requested.

Status-Code: A 3-digit integer result code in an HTTP response message, as specified in [\[RFC2616\]](#).

Status-Line: The first line of an HTTP response message, as specified in [\[RFC2616\]](#).

stock chart: A custom chart type that is designed to display stock market data on multiple series; for example, high, low, close, and volume.

storage: An element of a compound file that is a unit of containment for one or more storages and streams, analogous to directories in a file system, as specified in [\[MS-CFB\]](#).

stored procedure: A precompiled collection of SQL statements and, optionally, control-of-flow statements that are stored under a name and processed as a unit. They are stored in a SQL database and can be run with one call from an application. Stored procedures return an integer return code and can additionally return one or more result sets.

store-relative form: See store-relative URL.

store-relative URL: A URL that consists only of a path segment and does not include the leading and trailing slash.

stream: An element of a compound file, as specified in [\[MS-CFB\]](#). Streams contain a sequence of bytes that can be read from or written to by an application, and they can exist only in storages.

stream cipher: A cryptographic algorithm that transforms plaintext bits into cipher text one bit or byte at a time. When the process is reversed, cipher text is transformed into plaintext one bit or byte at a time. See also block cipher.

strikethrough formatting: A formatting option in which characters are crossed out by horizontal line.

stripe band: One or more adjacent columns or rows in a table with the same stripe formatting.

stripe formatting: A table formatting option that applies background colors to alternating rows or columns to increase legibility.

stroke: A single, continuous motion of the hand while drawing a character in some East Asian alphabets. An individual character can contain one or more strokes. Stroke count is used by some sorting methods.

stroke order: A sort order that arranges items in a sort range according to the number of strokes that is used to write each glyph. Stroke order is used when sorting some East Asian languages. See also stroke.

strong name: A name that consists of the simple text name, version number, and culture information of an assembly, strengthened by a public key and a digital signature that is generated over the assembly.

style: A set of formatting options that is applied to text, tables, charts, and other objects in a document.

subject interface package (SIP): A proprietary specification for a software layer that enables applications to create, store, retrieve, and verify a subject signature. Subjects include, but are not limited to, portable executable images (.exe), cabinet (.cab) images, flat files, and catalog files.

submit: The process of sending data to an external data source such as a Web service, database, Internet message, or SharePoint site.

subsite: A complete Web site that is stored in a named subdirectory of another Web site. The parent Web site can be the top-level site of a site collection or another subsite. Also referred to as subweb.

subtotal row: A row that uses a summary or subtotal function to display the total of detail items in a PivotTable® field.

summary: The orientation of outline expand and outline collapse user interface symbols with respect to the data outlined.

surface chart: A chart that shows a three dimensional surface that connects a set of data points. It can be used to determine the optimum combination between two sets of data.

symbol file: A file that contains information about an executable image, including the names and addresses of functions and variables.

system palette: An itemization of all of the colors that can be displayed by the operating system for a device.

system resources: The physical resources of a server computer, such as memory, disk space, CPU, and network bandwidth.

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table: A list that is defined in a workbook.

table header: The top row of a table, where the column names are displayed.

tag prefix: In ASP.NET markup, an identifier that appears before the name of a control and specifies the assembly that contains the control. A tag prefix is assigned on a per-page or per-site basis.

target frame: The name of a frame that is in an HTML-based frames page and that displays the destination of a hyperlink.

task: (1) An act to be executed by all query servers, and any requisite information for those query servers to execute that act correctly.

(2) A component of an action that defines the work that actors need to do within a workflow system. An action can have zero or more tasks that are each assigned to different targets. There is a one-to-one correlation between tasks and targets.

Tatenakayoko: A text layout setting that displays a range of text perpendicular (horizontal) to the flow of other text (vertical).

telecommunications device for the deaf (TDD): A device that enables the transmission of typed messages over phone lines. These devices typically include keyboards for typing messages to send and display and/or printers to receive messages from one device to another.

telespace: See shared space.

template: A file that contains pre-defined formatting including layout, text and graphics. This file serves as the basis for new documents that have a similar look or purpose.

template part: A portion of an InfoPath form template that can be saved for reuse in multiple form templates. A typical template part consists of controls and a data source, and can also include features such as data connections, data validation, and rules.

text importation: A process that incorporates textual data into a workbook, either by opening a text file or through an external link.

text query: A query that is used to import data from text files.

text ruler: A collection of settings for tabs, margins, and indentation of text. See also ruler.

text run: A string of characters that represent a discrete section of text with the same formatting properties.

text style: A formatting option, such as bold or italic, that can be applied to a font.

texture: A formatting effect that applies a textured appearance to a cell or object.

theme: A set of unified design elements, such as colors, fonts, graphics, and styles, that define the appearance of a Web site or document.

thicket: A means of storing a complex HTML document with its related files. It consists of a thicket main file and a hidden thicket folder that contains a thicket manifest and a set of thicket supporting files that, together, store the referenced content of the document.

thicket folder: A hidden folder that contains a thicket manifest and a set of thicket supporting files that, together, store the referenced content of a complex HTML document.

thicket main file: The core file of a complex HTML document. It references contained elements such as graphics, pictures, or other media stored as thicket supporting files in a thicket folder. The thicket main file is the target used by the protocol client to access the content of the document.

thicket manifest: An XML file that contains a list of the set of thicket supporting files that, together, store the referenced content of a thicket main file. By convention, it is named `filelist.xml` and it resides in the thicket folder.

thicket supporting file: A file that contains a graphic element, a picture, or other media that is referenced by the thicket main file and is stored in the thicket folder.

thumbnail: A miniature version of an image that is typically used to browse multiple images quickly.

tick mark: A small line of measurement, similar to a division line on a ruler, that intersects an axis in a chart.

TIFF: A high-resolution, tag-based graphics format. TIFF is used for the universal interchange of digital graphics.

time hierarchy: A specialized Online Analytical Processing (OLAP) hierarchy that can be organized into lower and higher levels of detail, such as Year, Quarter, Month, and Day.

time stamp authority: A service acknowledging that a datum existed before a particular time. The service is typically a trusted third party.

time zone: A geographical area that observes the same local time. The local time has a positive, zero, or negative offset from Coordinated Universal Time (UTC). The offset can be different during standard time and daylight saving time.

time zone bias: The positive, zero, or negative offset in minutes from Coordinated Universal Time (UTC). For example, Middle European Time (MET, GMT+01:00) has a time zone bias of -60 because it is one hour ahead of UTC. Pacific Standard Time (PST, GMT-08:00) has a time zone bias of +480 because it is eight hours behind UTC.

time zone daylight bias: The positive, zero, or negative offset in minutes that is added to the time zone bias during daylight saving time. For example, daylight saving time advances the clock by one hour. The time zone daylight bias is set to -60.

time zone daylight date: The date and time when the change from standard time to daylight saving time occurs.

time zone standard bias: A positive, zero, or negative offset in minutes that is added to the time zone bias outside daylight saving time.

time zone standard date: The date and time when the change from daylight saving time to standard time occurs.

timestamp: A condition of a digital signature that indicates whether the signature was created with a valid certificate that has since expired or was created with a certificate that had expired already. If the certificate expired after the signature was created, the signature can be trusted. If it expired before the signature was created, it cannot be trusted.

toolbar: A row, column, or block of controls that represent tasks or commands within an application. A toolbar can be either a menu toolbar, which provides access to menu commands, or a basic toolbar, which contains buttons that provide shortcuts to tasks that are frequently accessed from menus.

toolbar control: An object that appears on a toolbar and enables user interaction or input, typically to initiate an action, display information, or set values.

toolbar control identifier (TCID): An integer that identifies a specific control on a toolbar.

toolbar delta: A file component that stores a modification that a user makes to a built-in toolbar. Stored modifications include adding or removing a control from a built-in toolbar, and changing a control on a built-in toolbar.

toolbar view: A visual state of a toolbar that depends on the current state of the application. Valid toolbar views are docked, floating, and not visible.

ToolTip: A small pop-up window that provides brief context-sensitive help when a user points to an item. Also referred to as ScreenTip.

top N filter: A filter that matches the top or bottom N items or N% of items in a specified column.

top N filter by count: A top N filter that matches the N largest numerical values or the N newest time and date values.

top N filter by percent: A top N filter that matches the N percent largest numerical values or the N percent newest time and date values.

top N filter by sum: A top N filter that matches the largest numerical values or the newest time and date values whose sum is equal to or greater than N.

total row: A row in a list or table that provides a selection of aggregate functions that are useful for working with numerical data.

transaction: (1) An object that stores the state and metadata for an item during a crawl.

(2) A single unit of work. If a transaction is successful, all data modifications that were made during the transaction are committed and become a permanent part of the database. If a transaction encounters an error and is canceled or rolled back, all data modifications are erased.

transaction identifier: A 16-byte identifier that encapsulates an operation on an object.

transfer protocol: A protocol that governs the transfer of files, e-mail messages, and Web pages between networked computers. On the Open Systems Interconnection (OSI) Basic Reference Model, these are application layer protocols. Examples of transfer protocols are HTTP, FTP, and SMTP.

transform: An operation that is performed on data to change it from one form to another. Compression and encryption are two examples of transforms.

transition formula entry: A worksheet option that allows a user to use IBM Lotus 1-2-3 syntax to enter formulas.

transition formula evaluation: A setting that enables formulas in a worksheet to be calculated in a manner that is consistent with IBM Lotus 1-2-3.

trendline: A line that is added to a chart to show the trend of multiple data points in a series. A trendline is used to aid in regression analysis.

TrueType font: A type of computer font that can be scaled to any size. TrueType fonts are clear and readable in all sizes and can be sent to any printer or other output device.

trusted subsystem: A method of communication in which two-way trust is established between two server components. Each server component communicates with the other component by using an account that is authorized to perform privileged actions such as retrieving files and settings.

T-SQL (Transact-Structured Query Language): A language that contains the commands that are used to administer instances of Microsoft® SQL Server™, create and manage all objects in an instance of SQL Server, and to insert, retrieve, modify, and delete all data in SQL Server tables. Transact-SQL is an extension of the language that is defined in the SQL standards that are published by the International Standards Organization (ISO) and the American National Standards Institute (ANSI).

tuple: An ordered collection of members from different dimensions. A single member is a special case of a tuple; it can be used as an expression.

twip: A unit of measurement that is used in typesetting and desktop publishing. It equals one-twentieth of a printer's point, or 1/1440th of an inch.

two-variable data table: A data table that consists of two input cells, both a row input cell and a column input cell.

type information: A collection of information that describes the characteristics and capabilities of an object, including the properties, events, and methods for the object.

type library: A binary file that describes the methods, properties, and data structure of a component.

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UI culture: The language that is used to display strings and other graphical elements in a user interface.

unbind: A process that disconnects a control from a field or group in a data source. If a control is not bound to a field or group in a data source, data that is entered into that control is not saved.

UNC: See universal naming convention (UNC) in [\[MS-GLOS\]](#).

UNC volume: A storage device that is accessible by network protocols and addressed in the standard Universal Naming Convention format. For example, "\\Server Name\Share Name".

Unicode Basic Multilingual Plane: A code point plane that contains all of the characters between and inclusive of 0x0000 and 0xffff.

Unicode code point: Any value in the Unicode codespace, which is a range of integers from 0 to 10FFFF16. Each code point is a unique positive integer that maps to a specific character.

Universal Data Connection (.udc, .udcx) file: An XML file that has a .udc or .udcx file name extension that contains user credentials and other authentication information that is used to connect to a data source.

Universal Description, Discovery, and Integration (UDDI): A specification for publishing and locating information about Web services. It defines a standards-based way to store and retrieve information about services, service providers, binding information, and technical interface definitions, all classified by using a set of standard or custom classification schemes.

Universal Input Method (UIM): An application or service that provides multilingual support and delivers text services such as keyboard processors, handwriting recognition, and speech recognition

unlock: A condition of a cell or other object that enables a user to edit or modify that cell or object when a worksheet is protected.

up bar: See up-down bar.

up-down bar: A vertical bar that highlights the difference between data points in a line chart that contains more than one data series.

URI (Uniform Resource Identifier): A sequence of characters that identifies an abstract or physical resource, as specified in [\[RFC3986\]](#).

URI fragment: The portion of a URI that allows indirect identification of a secondary resource by reference to a primary resource and additional identifying information, as specified in [\[RFC3986\]](#). A fragment component is indicated by a number sign (#) and is terminated by the end of the URI.

URI query: The portion of a URI that, in conjunction with the data in the path component, identifies a resource within the scope of a URI's scheme and naming authority, if any, as specified in [\[RFC3986\]](#). A query component is indicated by the first question mark (?) character and is terminated by a number sign (#) or the end of the URI.

URI scheme: The portion of a URI that refers to a specification for assigning identifiers within the URI, as specified in [\[RFC3986\]](#).

URL (Uniform Resource Locator): A string of characters in a standardized format that identifies a document or resource on the World Wide Web.

URL encode: The process of encoding characters that have reserved meanings for URLs, as specified in [\[RFC1738\]](#).

URL moniker: A Component Object Model (COM) object that stores a URL as a string, based on either a full URL or the combination of a base URL and a partial URL string.

URN (Uniform Resource Name): A string that identifies a persistent Internet resource, as specified in [\[RFC2141\]](#). A URN can provide a mechanism for locating and retrieving a schema file that defines a particular namespace. Although a URL can provide similar functionality, a URN can refer to more than one URL and is not location-dependent. See also URL (Uniform Resource Locator).

user form template: A browser-enabled form template that has been published by using Office InfoPath 2007 and does not need to be uploaded by an administrator to a server that runs InfoPath® Forms Services.

user interface (UI) version: A single 4-byte integer that stores the version number that appears as a document version number in the user interface. The lower nine bits correspond to the minor version number of the displayed version. The remaining 23 bits correspond to the major version number of the displayed version. See also displayed version.

user name: A unique name that identifies a user account. The user name of an account is unique among the other group names and user names within its own domain or workgroup.

user profile service: A data source that stores, provides, and applies information about users.

user session: The Internet activity of a unique user on one Web site or across successive Web sites within a specified time frame.

user-agent string: A string that identifies the protocol client that is initiating a request, as specified in [\[RFC2616\]](#).

user-defined function (UDF): A function that is coded in a VBA module, macro sheet, add-in, or Excel Link Library (XLL). A UDF can be used in formulas to return values to a worksheet, much like built-in functions.

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variant type: (1) A data type that can represent any other data type, such as integer, floating-point, single- and double-precision, and object, except fixed-length string type.

(2) An unsigned 16-bit integer that indicates the data type of a variant, as specified in [\[MS-OAUT\]](#).

VBA: See Visual Basic® for Applications (VBA).

VBA project: A collection of the modules, class modules, and user forms that are needed to create an application. Modules, class modules, and user forms can be imported into and exported from a project.

VBA recording: A VBA macro that captures and stores the keystrokes and actions a user performs in the user interface of an application.

Vector Markup Language (VML): A system of marking up or tagging two-dimensional vector graphics for publishing on the World Wide Web. VML graphics are scalable and editable, and typically require less time to download and less disk space.

Venn diagram: A type of diagram that is used to show areas of overlap between and among elements.

version: See displayed version, historical version, major version, and minor version.

version control: The establishment and maintenance of baselines for documents or list items, and the identification of changes to those baselines. Version control makes it possible to return to a previous baseline. See also major version and minor version.

vertical alignment: A formatting setting that specifies how content is positioned within the vertical space of a cell, object, or page. Content can be aligned along the top or bottom edge, or distributed evenly across the vertical space.

vertical indent: An indent that is used in a cell to adjust cell content vertically.

vertical text: Text that is rendered vertically in a cell.

view: See form view (Microsoft® Office InfoPath®) or list view (Microsoft SharePoint® Products and Technologies).

virtual key code: A symbolic constant name, hexadecimal value, or mouse or keyboard equivalent that provides a hardware- and language-independent method of identifying keyboard keys. Each virtual key code represents a unique keyboard key and also identifies the purpose of that key. The keyboard driver provides one or more keyboard layouts that maps keyboard scan codes to the appropriate virtual key codes.

virtual lock: A condition in which an instance of session data is reserved for exclusive access by a single protocol client. An implementation of a virtual lock does not require the use of physical lock semantics on a protocol server.

virus scanner: The software that is used to scan for and eradicate computer viruses, worms, and Trojan horses.

visible: The condition of an object that allows it to be displayed in rendered output.

Visual Basic for Applications (VBA): A macro-based programming language that derives from Microsoft® Visual Basic® and can be used to customize and extend an application. Unlike Visual Basic, VBA code and macros can be run only from within a host application that supports VBA.

VML: See Vector Markup Language (VML).

volatile: A condition of a formula in which the formula is calculated every time the workbook is calculated. This is unlike a non-volatile formula, which is calculated only when dependent values are changed.

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wall: The extension of the background of a 3-D chart to create a three-dimensional effect.
See also floor.

Warichu: A text layout setting that creates two sublines within a line and stacks text equally between those sublines. One subline contains the text proper and the other subline contains comments, notes, and annotations about that text.

watched cell: A cell whose value is being monitored in a separate window while formulas that are associated with the cell are being calculated.

waveform (WAV): A file format in which Windows® stores sounds as waveforms and gives the files a .wav file name extension. Depending on the sampling frequency, on whether the sound is monaural or stereo, and on whether 8 or 16 bits are used for each sample, one minute of sound can occupy as little as 644 kilobytes or as much as 27 megabytes of storage.

Web application: (1) A container in a configuration database that stores administrative settings and entry-point URLs for site collections.

(2) A software application that uses HTTP as its core communication protocol and delivers information to the user by using Web-based languages such as HTML and XML.

Web application identifier: A GUID that identifies a Web application.

Web bot: See bot.

Web control: A server-side component that encapsulates user interface and related functionality.

Web discussion: A component and add-in that allow users to enter comments about documents and pages without modifying actual content.

Web discussion comment: An individual comment that is added within a Web discussion.

Web log: See blog (1).

Web Part: A reusable component that contains or generates Web-based content such as XML, HTML, and scripting code. It has a standard property schema and displays that content in a cohesive unit on a Web page.

Web Part cache: A hash table of key/value pairs that is used to cache and locate internal information for Web Parts.

Web Part connection: An element in a Web Part Page that defines a provider-consumer data relationship between two Web Parts. When a Web Part Page is rendered, data provided by one Web Part can affect how and what is rendered by the other Web Part.

Web Part identifier: A GUID that identifies a Web Part.

Web Part Page: An ASP.NET Web page that includes Web Part controls that enable users to customize the page, such as specifying the information that they want to display.

Web Part property: A configurable characteristic of a Web Part that determines the behavior of the Web Part.

Web Part zone: A structured HTML section of a Web Part Page that contains zero or more Web Parts and can be configured to control the organization and format of those Web Parts.

Web Part zone index: An integer that specifies the relative position of a Web Part in a Web Part zone. Web Parts are positioned from the smallest to the largest zone index. If two or more Web Parts have the same zone index, they are positioned adjacent to each other in an undefined order.

Web query: An external data connection that retrieves a table from a Web site into a workbook.

Web server: A server computer that hosts Web sites and responds to requests from applications.

Web service: A unit of application logic that provides data and services to other applications that can be invoked by using standard Internet transport protocols such as HTTP, Simple Mail Transfer Protocol (SMTP), or File Transfer Protocol (FTP). Web services can perform functions that range from simple requests to complicated business processes.

Web service method: A procedure that is exposed to Web service clients as an operation that can be called on the Web service. Also referred to as Web method.

Web site: (1) A group of related Web pages that is hosted by a server on the World Wide Web or an intranet. Each Web site has its own entry points, metadata, administration settings, and workflows.

(2) A group of related pages and data within a SharePoint site collection. The structure and content of a site is based on a site definition.

WebDAV (Web Distributed Authoring and Versioning Protocol): A Web Distributed Authoring and Versioning Protocol, as specified in [\[RFC2518\]](#).

WebDAV client: A computer that uses the WebDAV protocol, as specified in [\[RFC2518\]](#), to retrieve data from a WebDAV server.

WebDAV server: A computer that supports the WebDAV protocol, as specified in [\[RFC2518\]](#), and responds to requests from WebDAV clients.

white space: A character that represents a blank space in typography and is not rendered on a screen.

whitespace: A character that can be found between words, including a space (" "), a carriage return in combination with a line feed (newline), and a tab character.

wide katakana: A non-cursive character set that is used to write non-Japanese words phonetically in Japanese. Wide katakana characters are represented with two bytes.

window protection: A workbook protection option that prevents users from changing the position and size of a window.

window state: The current positioning state of a window. Windows can be maximized or minimized, or the window size can be customized by the user.

Windows code page: A table that relates the character codes (code point values) that are used by an application to keys on a keyboard or to characters on a display. This provides support for character sets and keyboard layouts for different countries or regions. Also referred to as character set or charset.

Windows GDI: An executable program that processes graphical function calls from a Windows®-based application and passes those calls to the appropriate device driver, which performs the hardware-specific functions that generate output.

Windows Live ID: A Web-based service that enables participating sites to authenticate a user who uses a single set of credentials.

Windows Metafile Format (WMF): A vector graphics format for Windows®-compatible computers. Windows Metafile Format is used primarily as a clip-art format in word-processing documents.

WMF: See Windows Metafile Format (WMF).

word wrap: The process of breaking lines of text automatically to stay within the page margins of a document or window boundaries.

workbook: A container for a collection of sheets.

workbook file: A file that contains a byte stream representation of a workbook.

workbook object: An object that is associated with a workbook.

workbook parameter: A single cell that is designated to receive input from a user.

workbook view: A set of display settings, such as the height and width, for the windows in a workbook.

workflow: (1) The automation of business processes, where business documents and tasks are passed automatically from one user to another for action, according to a set sequence.

(2) A structured modular component that enables the automated movement of documents or items through a specific sequence of actions or tasks that are related to built-in or user-defined business processes.

workflow association: An association of a workflow template to a specific list or content type.

workflow condition: A logical "if-then" statement that defines a specific situation in a workflow and any actions to be taken when that situation occurs.

workflow configuration file: An implementation-specific file that is a part of a workflow. The workflow configuration file contains information that is necessary to create a workflow template from the specified workflow markup and rules files, and to associate it to a specific list.

workflow history list: A list that stores the history of actions or tasks for a business process.

workflow identifier: A GUID that is used to identify a workflow.

workflow instance: An instance of a workflow association that performs on a list item the process that is defined in a workflow template.

workflow task: An action or task in a sequence that is related to a built-in or user-defined business process.

workflow task list: A list that stores the sequence of actions or tasks for a business process.

workflow template: A definition of operations, the sequence of operations, constraints, and timing for a particular process.

worksheet: A single logical container for a set of tabular data and other objects in a workbook.

worksheet header: The row and column headings of a worksheet.

worksheet image: A chart image that is embedded in a worksheet or chart sheet.

worksheet object: An object that is associated with a worksheet.

wrap polygon: A shape that is built from a pattern of points and segments, and delineates an area that is associated with a graphic. A wrap polygon allows a word processing or other type of application to break lines of text automatically to stay outside of the boundaries set by the polygon, or to display text behind or in front of the polygon.

write reservation: A field or condition set on a document, workbook, or presentation that prevents users from modifying it.

write-reservation password: A sequence of characters to be entered in order to modify a document.

WSDL (Web Services Description Language): An extensible XML format that describes network services as collections of communication endpoints, as specified in [\[WSDL\]](#).

WSDL message: An abstract, typed definition of the data that is communicated during a WSDL operation, as specified in [\[WSDL\]](#).

WSDL operation: An abstract description of an action that is supported by a WSDL service, as specified in [\[WSDL\]](#).

WSDL port type: A named set of abstract operations that is supported by one or more endpoints, as specified in [\[WSDL\]](#).

25 X

x axis: A horizontal reference line on a chart.

X-header: A user-defined field in an Internet message header, as specified in [\[RFC822\]](#).

XLL (Excel Linked Library): A DLL (Dynamic Link Library) that is specially authored to function as an add-in for Excel 4.0, Excel 5.0, Excel for Windows 95, Microsoft® Excel® 97, Microsoft® Excel® 2000, Microsoft® Excel® 2002, Microsoft® Office Excel® 2003, and Office Excel 2007.

XLM (Excel macro): A programming language that provides development capability in Microsoft® Office Excel®. XLM was superseded by VBA.

XML attribute: A name/value pair, separated by an equal sign and included in a tagged element, that modifies features of an element. All XML attribute values are strings enclosed in quotation marks.

XML decode: The process of converting encoded XML content to its original form. See also XML encode.

XML digital signature: A digital signature that is designed for use in XML operations.

XML document: A document object that is well formed, as specified in [\[XML\]](#), and might be valid. An XML document has a logical structure that is composed of declarations, elements, comments, character references, and processing instructions. It also has a physical structure that is composed of entities, starting with the root, or document, entity.

XML element: An XML structure that typically consists of a start tag, an end tag, and the information between the tags. Elements can have attributes and can contain other elements.

XML encode: The process of converting XML content from one code to another in order to use that content without affecting the structure or validity of the XML document. See also XML decode.

XML expansion pack: A collection of files, managed by a manifest.xml file, that adds functionality to a document by specifying custom displays or actions.

XML fragment: The lines of text that adhere to XML tag rules, as specified in [\[XML\]](#), but do not have a Document Type Definition (DTD) or schema, processing instructions, or any other header information.

XML map: A feature that is used to import data from databases and applications and to map XML elements and attributes from the associated XML schema to cells in a worksheet. The revised XML data can then be exported for interaction with other databases and applications.

XML namespace: A collection of names that is identified by a URI reference that uniquely identifies a group of XML tags that belong to a logical category. Namespaces are used in XML documents as element types and attribute names that group related elements to ensure that element names are unique and to facilitate element discovery.

XML namespace prefix: An abbreviated form of an XML namespace, as specified in [\[XML\]](#).

XML node: The smallest unit of a valid, complete structure in an XML document. For example, a node can represent an element, an attribute, or a text string.

XML Paper Specification (XPS): A Microsoft® specification that describes the architecture of the XPS Document file format, which is a fixed-layout format that is based on XML, preserves document formatting, and enables file sharing.

XML Path Language (XPath): A language that is used to address parts of an XML document, as specified in [\[XPATH\]](#). XPath provides basic facilities for manipulation of strings, numbers, and Boolean values.

XML Schema: (1) The World Wide Web Consortium (W3C) standard language that is used for creating XML schema definitions. An XML schema definition that is written in XML Schema contains two parts: a set of predefined types (for example, string, dateTime, decimal), and an XML language for defining new types (for example, complexType, minOccurs, element).

(2) A description of a type of XML document that is typically expressed in terms of constraints on the structure and content of documents of that type, beyond the basic syntax constraints that are imposed by XML itself. An XML schema provides a view of the document type at a relatively high level of abstraction.

XML schema document: See XML Schema (2).

XmlFormView control: An ASP.NET control that is installed with InfoPath® Forms Services and renders browser-enabled forms as custom Web pages.

XOR obfuscation: A type of file encryption in which private data is protected by using an exclusive or bitwise operation. This is done by adding a mathematical expression that prevents a simple reverse-engineering process.

XPath expression: An expression that searches through an XML document and can extract and manipulate data in elements or attributes within that document.

XSL Transformation (XSLT): A declarative, XML-based language that is used to present or transform XML data. It is designed for use as part of the Extensible Stylesheet Language (XSL).

26 Y

y axis: A vertical reference line on a chart.

yomigana: The phonetic rendering of Japanese kanji characters.

27 Z

z axis: The third axis in a three-dimensional chart. It is used to represent depth.

zero-based index: An index in which the first item has an index of zero.

zoom level: The degree to which a portion of an image, document, or other screen object is made to appear closer or farther away relative to its default appearance. This value is usually expressed as a percentage of the default appearance.

z-order: The rendering order of an object on a z axis.