

**Chapter 9**  
**Office Systems and Technology**  
**Key Terms**

1. Absolute reference	C
2. Active cell	H
3. Animation	M
4. Application service provide (ASP)	O
5. Application specific software	P
6. Cell	X
7. Cell reference	Z
8. Column (in) Database management software	B
9. Column (in) Spreadsheet software	I
10. Column (in) Word processing software	U
11. Custom-designed software	DD
12. Document mode	D
13. Field	J
14. Filter	S
15. Footer	Y
16. General purpose application software	CC
17. Graph	FF
18. Header	HH
19. Off-the-shelf software	F
20. Primary key	N
21. Record	R
22. Relation	W
23. Relative reference	BB
24. Row (in) Database management software	EE
25. Row (in) Spreadsheet software	A
26. Table (in) Database management software	G
27. Table (in) Word processing software	E
28. Table structure	L
29. Transitions	T
30. Virtual team	GG
31. Widow/orphan function	AA
32. Work Wrap	V
33. Workbook	Q
34. Worksheet	K

Chapter 9  
Office Systems & Technology

- A. Typically identified by a number (1, 2, ...65,536) vertically down the side of a worksheet; data in rows are read horizontally. **(25) Row (in) Spreadsheet software**
- B. The data fields in a relational database management system (DBMS) table (relation); each column in a database table must be uniquely named with one field as the primary key. **(8) Column (in) Database management software**
- C. Process of inserting a spreadsheet code into a cell formula to hold the row and/or column references constant when the formula is copied to another cell in the worksheet. **(1) Absolute reference**
- D. An application software screen ready to accept keyed text for input; in a graphical user interface environment, this is referred to as an active window. **(12) Document mode**
- E. Module that consists of rows and columns where the end user can set the desired width of each column, set tabulations, view the table with or without ruled lines, include mathematical computations, and easily move to the desired input cell with the tab key. **(27) Table (in) Word processing software**
- F. Easy-to-use general purpose application software purchased from software vendors with supporting manuals and help services. **(19) Off-the-shelf software**
- G. The organization for a relational database that looks like a spreadsheet program worksheet with intersection rows and columns. **(26) Table (in) Database management software**
- H. A highlighted (outlined in dark) area where data is entered into a spreadsheet program worksheet. **(2) Active Cell**
- I. Typically identified by a letter horizontally across the top of a worksheet. **(9) Column (in) Spreadsheet software**
- J. Area that contains descriptive characteristics about a person, place, or thing in a database management system (DBMS) with each data field assigned a unique name. **(13) Field**
- K. A single spreadsheet organized into intersecting rows and columns that make up a grid (cells) for data input. **(34) Worksheet**

- L. Structure that contains a design view where each field within the relational database management system (DBMS) table (relation) is identified; the following information is provided – field name, type of data for the field (e.g., text, numeric, currency, date/time, and autonumber), which field is the primary key, field size, and a description of each data field. **(28) Table structure**
- M. Special sound or visual effects that can be added to slides in an electronic presentation. **(3) Animation**
- N. A data field also called a key field or a control field, that uniquely identifies a record in a relational database management system (DBMS); all records in the database table must contain unique data. **(20) Primary key**
- O. A company that leases software as well as hardware to organizations through the Internet or a private network in an attempt to provide lower technology costs to the organization; manages all applications and computer services including updates and maintenance. **(4) Application service provider (ASP)**
- P. Software developed by in-house application programmers, purchased from vendors, or custom developed by software vendors to process daily business operations according to the needs of each department's function; vendor software can be cross-industry application software (e.g., payroll, accounts receivable, or inventory) or industry-specific application software (e.g., credit loan programs, legal programs, or insurance programs). **(5) Application specific software**
- Q. The document mode where multiple worksheets are available through the active window in a spreadsheet program; the end user clicks on the appropriate worksheet tab to have the correct worksheet in the active window. **(33) Workbook**
- R. A row in a relational database management system (DBMS) table that contains related data fields; one field must be coded as the primary key to uniquely identify the record. **(21) Record**
- S. A quick and easy way to work with a subset of data in a spreadsheet program list without having to sort (ascending or descending) the data list first; only the rows that meet the criteria specified for a column are displayed and the data can be edited, formatted, printed, and used to create graphs. **(14) Filter**
- T. Special effects to introduce a slide in an electronic presentation – introduction of a slide from the top or bottom of the screen, left or right of the screen, with or without sound, and with different speeds – to bring attention to a new section in the presentation or emphasize a key slide. **(29) Transitions**

Chapter 9  
Office Systems & Technology

- U. Entering text, illustrations, graphs (charts), and pictures into a format resembling a newspaper format; the size and number of columns can be specified. **(10) Word processing software**
- V. When a word extends beyond the right margin in a word processing application, the entire word is automatically placed on the next line. **(32) Word wrap**
- W. A two-dimensional table in a relational database management system (DBMS) where data about a specific topic are collected; a separate table for each topic is created (i.e., products, suppliers, or prices). **(22) Relation**
- X. The intersection of a row and column on a spreadsheet program worksheet; end users input text, numbers, and formulas into this. **(6) Cell**
- Y. A group of words or a short phrase that appears within the bottom margin of a page as an identification of the document. **(15) Footer**
- Z. A unique address for a spreadsheet program worksheet cell that consists of the column letter and row number **(7) Cell reference**
- AA. When on, the word processing software makes automatic decisions about page breaks by eliminating a single line of a paragraph on the bottom or top of a page; the automatic page break ensures that two or more lines of a paragraph are on a page. **(31) Widow/orphan function**
- BB. When copying a spreadsheet program worksheet cell formula, the formula cell references change relative to the cell where it is copied. **(23) Relative reference**
- CC. Software (word processing, spreadsheet, database management, electronic presentation, and graphs) used directly by the non-technical end users to develop common business applications; often referred to as productivity packages or fourth-generation language. **(16) General purpose application software**
- DD. Software developed by an in-house programmer or purchased or leased from a software vendor who provides installation, maintenance, and training services. **(11) Custom-designed software**
- EE. A record in a relational database table that must have a primary key (control field). **(24) Row (in) Database management software**
- FF. Bar, line, pie, or doughnut graphs used to enhance the presentation of factual data. **(17) Graphs**

Chapter 9  
Office Systems & Technology

**GG** Members of a group or different groups within the organization as well as from widely dispersed locations who work over the network (little or no face-to-face contact) with compatible groupware (software for writing and communicating, information sharing, electronic meetings, scheduling, and electronic project management). **(30) Virtual team**

**HH** A group of words or a short phrase that appears within the top margin of a page as an identification of the document. **(18) Headers**