

# Glossary

**Access app** A SharePoint app that stores data in its own Microsoft SQL Server 2012 or 2016 database. The browser is used to view and edit data, and Microsoft Access 2016 is used to design the Access app.

**Access Services** A service that hosts a database within the context of an Access app. This service is available only in SharePoint Server 2016 Enterprise.

**Access web app** See *Access app*.

**alert** A notification that is sent via email or SMS when changes are made to the content of an item.

**app launcher** A navigational aid that appears when the user clicks or taps the waffle icon. An app launcher provides quick access to the user's apps via a menu of app and service links arranged as a grid of tiles.

**app package** A SharePoint package that can be distributed and shared by deploying it to an organization's app catalog or to the Microsoft SharePoint Store.

**app part** A part that can be added to a page that displays information from an app.

**application page** A page commonly used to display links to administrative tasks that cannot be modified by using the browser.

**associate** A verb commonly used when adding a workflow template with a list or library.

**association form** A page used to add a workflow template to a list or library.

**blog** Slang for *web log*, which is a web-based personal journal.

**blogger** A person who creates blog posts.

**blogging** Creating or maintaining blog posts. When a blogging mechanism only allows for short posts, it is known as *microblogging*.

**broken link** A hyperlink that points to a non-existent webpage; also known as a *dead weblink* or *bad URL*.

**business intelligence** A set of tools and capabilities that work together to turn large amounts of data into meaningful information for better decision making.

**Calendar overlay** A method of displaying two or more calendars where the content is merged but in which the two calendars remain color-coordinated, as do the appointments in both calendars.

**callout** A window that displays contextual information about a search result, file, or task.

**camel case** The formatting used when two or more words are concatenated. The first letter of each word is capitalized and the remaining letters are lowercase; for example, *GardenFurniture*.

**check in** A SharePoint feature that unlocks previously checked out content.

**check out** A SharePoint feature that lets others know what files are being worked on so that they don't work on them at the same time. When a user checks out a file, the file is locked for editing to prevent other users from editing the file at the same time.

**cloud hybrid search** A hybrid search where all search queries are executed against an aggregated search index in SharePoint Online. The SharePoint Server 2016 on-premises content and SharePoint Online content are aggregated in this index. Users get search results for both on-premises and online content in a single search results list.

**column** Part of a list or library structure. Columns store property values for list items and files.

**community site** A SharePoint environment in which community members can discuss topics of common interest. Community sites are provisioned by the Community Site template.

**Content Editor web part** A web part used to add formatted text, tables, hyperlinks, and images to a Web Part page, and to add HTML content to a Web Part page.

**content organizer** A feature that controls the automatic filing of a file or record based on its properties (metadata).

**Content Query web part** A web part used to roll up content within a site collection, including the ability to filter content results by the page navigation term. The Content Query web part uses Extensible Stylesheet Language Transformations (XSLT) to render content.

**Content Search web part** A web part used to show content that is the result set of a search query specified as a web part property.

**content type** A group of reusable settings that describes the shared attributes and behaviors of a list item, a document, or a folder. A content type is made up of site columns and other configurations, such as workflows. Each content type has a predefined, specific set of columns, workflows, and metadata. By using content types users can reuse a group of site columns and optionally have a workflow associated with the content type, which they would then add to an existing list or library.

**cross-site collection publishing** A feature that is used with the Content Search web part to reuse content across multiple site collections.

**data model** A collection of data from multiple sources with relationships between different fields. Users can create and organize a data model by using PowerPivot for Excel. Users can bring data from a variety of sources into one cohesive data set, and then use it to create charts, tables, reports, and dashboards.

**datasheet view** A tabular view of items in a list or library that allows you to quickly edit several items by using features similar to those used in Excel. The datasheet view is also known as the Quick Edit.

**desktop database** A database designed for use by one to five users, traditionally stored on a person's computer or on a file share. Desktop databases can be created by using programs such as Access.

**developer site** A template that provides a site for developers to create and publish Microsoft Office apps.

**document library** A library used to store documents on a SharePoint site, rather than on a local computer's hard drive, so that other people can find and work with these documents more easily.

**durable link** A hyperlink that is the web address of a file and that remains valid even when files are renamed or moved between libraries in SharePoint.

**ECM** See *Enterprise Content Management*.

**eDiscovery set** A combination of sources, queries, and possibly in-place holds.

**Enterprise Content Management** The strategies, methods, and tools used to capture, manage, store, preserve, and deliver content and documents related to organizational processes.

**enterprise keyword** A word or phrase that is used to categorize items or files on a SharePoint site. The collection of enterprise keywords is known as the *keywords set*.

**enterprise social network** An online social network or social relations among people who share business interests at a company-wide level.

**enterprise wiki site** A publishing site that is used as a wiki for sharing and updating large volumes of information across an enterprise.

**Explorer view** The content of a library displayed in File Explorer.

**external table** An Excel table created from exported content from a SharePoint list or library; also known as a *linked object*.

**file plan** A description of the types of content that an organization recognizes as official business records. The plan includes the location of the records and provides information that differentiates one type of record from another.

**folksonomy** An informal classification system. Folksonomies evolve gradually as users collaborate on words, labels, and terms. Originally, folksonomies developed from popular applications such as bookmarking.

**guest link** A link to a file, shared with users who can access the file anonymously as guests.

**hashtag** A keyword, topic, or phrase (with no spaces) preceded by a hashtag symbol (#) that categorizes a microblog so that users can find content.

**hold** A status that preserves content. When a hold is placed on a record, items within that hold are exempt from retention and deletion policies.

**home page** The main page of a SharePoint site. The home page provides a navigational structure that links the site components together.

**hover panel** See *callout*.

**hybrid federated search** A search where both SharePoint Server and SharePoint Online search indexes are used and the results are displayed in two separate result blocks.

**image rendition** An optimized, scaled variant generated from the original image.

**in-place hold** A hold used to preserve sites and Microsoft Exchange mailboxes.

**library** A location on a SharePoint site where a collection of files and their associated metadata are stored. A SharePoint library can be thought of as a list of files. Libraries are a great place to store documents, pictures, forms, or other types of files.

**library app** An app that generates a new library with a specific functionality. Library apps are accessible from the Your Apps page.

**linked object** See *external table*.

**list** An editable, web-based table that facilitates concurrent, multiuser interactions against a common, centralized, extensible set of columns and rows. By using lists, users can provision their own repositories of structured information, in which list items behave like rows consisting of self-labeled columns.

**list app** An app that generates a new list with a specific functionality and a set of columns. List apps are accessible from the Your Apps page.

**list item** An item that is represented by a row in a list.

**managed metadata** A hierarchical collection of centrally managed terms that users can define and then use as attributes for content items. Consistent use of metadata across sites in an organization helps with content discoverability.

**Managed Metadata Service** A shared service that publishes a Term Store and, optionally, a set of content types.

**managed term** A term that is predefined. A Term Store administrator organizes managed terms into a hierarchical term set.

**microblogging** A form of brief blog post, usually of 100 words or fewer, often posted on a frequent basis. These brief messages are also known as *conversations*.

**minimal download strategy** A technology that allows pages to load faster.

**MMS** See *Managed Metadata Service*.

**newsfeed** A page from a user's My Site that displays the user's recent activities, where he or she can see updates from the people, documents, sites, and tags that the user is following; also known as the user's *social hub*.

**OneDrive for Business** A user's own personal library, in which he or she can store private work documents, and from where the user can share his or her private files with co-workers. Users can also sync their work files to a local device to work on the documents offline.

**permission** A setting that determines the specific actions that users can perform.

**permission level** A collection of permissions that users have on a SharePoint site. Each permission level is a collection of permissions.

**post** An entry written and published to a blog.

**Project Professional** A desktop application that enables project managers to create, publish, and manage projects.

**Project Server** A web-based project management, work management, and portfolio management system that is deployed on SharePoint Server.

**project site** A site template that provisions a site for collaborating on a project, making all information and artifacts relevant to the project available in one place.

**Project Web App** A project site created when using Project Server.

**promoted result** A search result that is displayed on the search results page above all ranked results based on a query rule.

**property control** An Office application control, an example of which is the Quick Part.

**publishing page** A page that has a strict layout and could have an approval process.

**PWA** See *Project Web App*.

**query rule** A rule that provides a mechanism to influence the ranking of search results. A query rule consists of a query rule condition and a query rule action. When a query matches a query rule condition, it triggers a query rule action. For example, by using a query rule, users can show a search result above all ranked results.

**Quick Edit** A feature that provides a tabular display, similar to Excel, that is used when the properties of items and files must be quickly updated inline.

**Quick Launch** A set of links in the left navigation panel on a team site, that uses the Seattle layout. Typically, the Quick Launch contains the links to the parts of the site; for example, the site home page, the built-in Documents library, the Recycle Bin, and the Site Contents page.

**quick part** An Office application property control that can be used to track and edit metadata as the user works in a document; the metadata is then saved into the document library columns when the document is saved.

**ranking model** A model that calculates the ranking score of a particular item in the search results based on its predefined algorithms. By default, search results are sorted in descending order based on their ranking score. Items with the top score get the top position in search results.

**Records Center** A repository where records are stored.

**records declaration** A record that has been submitted either manually or automatically to a records repository or in place.

**Recycle Bin** A SharePoint page that provides a safety net when deleting sites, documents, document sets, list items, lists, libraries, folders, and files. The deleted items are kept in the site's Recycle Bin for 30 days so that the user can restore them, if needed, within this time.

**Refinement web part** A web part that helps users narrow search results to a more precise set of content by selecting categories to filter the results by.

**relevance rank** A rank for a search result, which is calculated by the search engine and defines the order in which the search results appear.

**result source** A content repository used by a site to provide search results when a search query is performed.

**reusable content** Predefined content that is stored in a list at the top-level site of a site collection so that it is available for reuse throughout a publishing site. An item of

reusable content can consist of either HTML or plain text. Users can reuse items of reusable content rather than copying and managing duplicate copies of content manually in different locations. On a publishing site, users can add items to the Reusable Content list; they can then add those items to the page content of a publishing page.

**ribbon** An area at the top of a page that contains task-oriented tabs; each tab contains command buttons grouped into named sections.

**Search Box web part** A web part that contains a search box where users type a search query.

**Search Center** A site that can be used to search and display search results that span a large set of content.

**search index** A repository that contains information from documents and pages on a site. A search query is executed against the search index.

**Search Navigation web part** A web part that presents the user with the various search verticals. Out of the box, SharePoint includes the Everything, People, Conversations, and Videos verticals.

**search query** One or more words that represent the content that the user is trying to find. When executing a search query, SharePoint returns a set of content items that form a search result set.

**search results** A list of results that match a search query. The search results contain links to the webpages, documents, list items, lists, libraries, or sites that the user wants to find.

**Search Results web part** A web part that displays the results of a search.

**search vertical** A search page that is targeted for searching specific content. The default SharePoint search verticals are Everything, for a search across all content; People, for specific people searches; Conversations, for searching newsfeed conversations; and Videos, for searching different types of videos. Search verticals provide different search experiences and display search results that are filtered and formatted for content that is specific to the selected vertical.

**searching** A process of entering one or more search words in the search box to form a search query that is executed against a search index.

**server database** A database used for multiuser applications and run on high-performance servers. Server databases include Microsoft SQL Server, Oracle, and IBM DB2.

**SharePoint app** A piece of code that can be added to a site. The code might not execute its logic within the SharePoint environment; however, the results from the execution of the code can be displayed on the site by using pages and app parts.

**site** A group of related webpages that is hosted by an HTTP server on the World Wide Web or an intranet. The pages in a website

typically cover one or more topics and are interconnected through hyperlinks. SharePoint sites are containers for the site's webpages and apps, such as lists and libraries, in addition to features and settings that provide the site's functionality.

**site collection** A set of websites that have the same owner and share administration settings. Each site collection contains a top-level site, can contain one or more subsites, and might have a shared navigation structure. SharePoint sites are organized hierarchically within a site collection. There is always one top-level site, and there can be one or more child sites.

**site column** A field that can be associated with a content type or list within a site or site collection. A site column can be described as a *shared column*. A site column is created once, after which it resides in a gallery at the level of a site or a site collection. It is inherited by all sites in the collection that are beneath the site in which it was created.

**site contents tree** The representation of the overall hierarchical structure of a SharePoint site that includes the site's own items—such as pages, document libraries, lists, and other apps—and its child sites.

**site template** A template used in SharePoint as a blueprint to jump-start a new site's usefulness by auto generating webpages and apps that likely will be most useful in a specific situation.

**social hub** See *newsfeed*.

**sync** To synchronize. Users can synchronize, or sync, a SharePoint library to their computers. This process creates a copy of the library on the user's computer. Changes to the content on SharePoint or locally on the computer are kept up to date while an active network connection is available.

**taxonomy** A formal classification system. A taxonomy groups terms together and then arranges the groups into a hierarchy.

**team site** A collaboration site with a Documents library. SharePoint makes a team site more visible by placing a web part for it on the site's default home page for easier collaboration. Team sites are provisioned by the Team Site template.

**term** A specific word or phrase that is associated with content.

**term set** A collection of related terms; for example, a term set named *Department* could include the terms *HQ*, *Human Resources*, *IT*, and *Sales & Marketing*. Term sets are created in the Term Store by designated users from a browser or imported from a .csv file.

**Term Store** A database that stores managed metadata, including term sets, terms, and managed keywords. Users can go to the Term Store from the Site Settings page by selecting Term Store Management under Site Administration.

**theme** A set of layouts, graphics, colors, and fonts that can be applied by site owners to provide a quick and easy way to do lightweight branding.

**top-level site** A site that does not have a parent site. A top-level site is the initial site created in a SharePoint site collection. Top-level sites are created from within SharePoint Central Administration or through a Self-Service page, if that capability is enabled. Although the top-level site's functionality is not different from that of its child sites, it includes administrative links on its Site Settings page to manage the site collection.

**top link bar** A navigation aid that is located in the top navigation area, above the page title in a team site, and that is displayed on all pages within the team site. The top link bar typically includes the current site link, in addition to links to the subsites that are optional.

**user profile** A repository of personal data associated with a specific user.

**Variations** A feature in SharePoint Server 2016 and SharePoint Online that makes content available to specific audiences on different sites, usually multilanguage sites, by syncing content from a source variation site to each target variation site.

**versioning** A SharePoint feature that causes SharePoint to maintain the change history for an item or a document each time it is edited, so that users can revert to an older version of the item or the document if necessary.

**view** The display of a subset of data in a SharePoint list or library, either public or personal. Views can display and order columns in a list or library and sort, filter, group,



calculate, and style columns. A list or library view defines how the information in a list or a library is displayed to the users.

**WCM** See *Web Content Management*.

**Web Content Management** A SharePoint feature that provides mechanisms for authoring, branding, and controlled publishing of web content.

**web part** A server-side component that can be added to wiki pages, content placeholders on publishing pages and within Web Part zones on Web Part and publishing pages. Web parts allow users to control the appearance and behavior of content. The content might or might not reside within SharePoint.

**web part connection** A relationship between two or more web parts that allows them to exchange data.

**Web Part page** A page that contains one or more Web Part zones, so that users can edit the page directly from a browser.

**web template** A custom template that is created by SharePoint when a site owner saves a website as a template. The web template is saved as a file with a .wsp extension in the Solutions gallery of the site collection. Site owners can save a website as a template by using the Save Site As Template link in the Site Action section of the Site Settings page of any site.

**wiki page** A page to which users can easily add static text and images. Users can use simple text syntax for creating new pages and creating links to pages in the Site Pages library app.

**workflow** The automation of a business process during which documents, information, or tasks are passed from one user to another according to a set of procedural rules.

**workflow association** An association of a workflow template to a specific list, library, site, or content type. Also known as *adding a workflow*.

**workflow association form** A webpage that is displayed when a user associates (adds) a workflow template to a content type, site, list, or library. Only workflow authors use the association form.

**workflow author** A user who adds (associates) a workflow template to a content type, site, list, or library.

**workflow creator** A user who creates a workflow template.

**workflow history list** A hidden list that keeps track of the workflow instances that are running or that have been completed for a particular list item or document. The workflow writes key information to this list, such as the date, status, participant, and description.

**workflow initiator** A user who starts a workflow instance on a file or list item.

**workflow instance** The progress of a list item or file through a workflow.

**workflow manager** A new, highly scalable workflow framework installed separately from SharePoint that allows the use of SharePoint 2013 workflows with SharePoint Server 2016.

**workflow participant** A user who completes task items that support workflow instances.

**workflow task list** A list that stores the sequence of actions or tasks for a business process.

**workflow template** A blueprint of a process that is associated with lists, libraries, sites, or content types. Workflow templates can be created by using SharePoint Designer or Microsoft Visual Studio.

**XSP** See *cross-site collection publishing*.