MICROSOFT WORD

Arrow keys	Keys that allow you to move the cursor on the screen.
AutoShape	A group of ready-made shapes (circles, lines, arrows, and banners) available from the Drawing toolbar.
Backspace key	Key that deletes characters to the left of cursor.
Bold	To make text darker and thicker.
Border	A line surrounding text or objects.
Bullets	Symbols (usually black circles) or numbers that are inserted at the beginning of items in a list.
Caps Lock key	A key used to type in capital letters.
Case	The type of letter, either upper case (capital) or lower case (small).
Cell	The area in a table where a row and column intersect.
Centre tab	A tab stop used to centre text around a tab position.
ClipArt	Ready-made multimedia elements (drawings, sounds, video clips) that can be inserted in a document.
Columns	A set of cells running vertically down a table. Also a format used to display text in a newspaper-style arrangement on a page.
Copy	To place a selected item (e.g., text or image) on the clipboard to be duplicated in another location.
Cursor (Insertion Point)	A blinking bar on the screen that shows where text will appear when you type.
Cut	To place a selected item (e.g., text or image) on the clipboard to be moved to another location.
Decimal tab	A tab stop used to align numbers with the decimal points.
Delete key	Key that deletes characters to the right of the cursor.
Document	A file containing text and formatting.
Document View buttons	Buttons on the left side of the horizontal scroll bar that provide various ways to view documents on the screen.
Drag and drop	To move text from one place to another by selecting and then dragging it, using the mouse.
Draw	To insert lines or simple shapes, such as arrows, boxes, and circles, into a document.
Drop Cap	A large initial letter at the beginning of a paragraph.
Edit	To change the contents of a file without recreating it.
Editing screen	The writing area where you insert and edit text.
Enter key	The key that forces the cursor to move to the next line.
File	A collection of data, with its own unique name and location; files can be documents or programs.
First line indent	Only the first line of a paragraph is indented.
Font	The type style of text characters (letters, numbers, symbols).

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Footer	Information (such as file name, date, and page number) that is printed at the bottom of every page in a document.
Format Painter	A feature that allows you to copy formatting applied to one set of text to another.
Format	To change the appearance and arrangement of the text in a document, for example, font size, margins, spacing, and alignment.
Formatting toolbar	A toolbar that provides access to frequently used formatting functions, such as bold, underline, fonts and font sizes, alignment, and bullets.
Graphic	Picture, drawing, or non-text data.
Hanging indent	All lines of the paragraph are indented, except the first one.
Header	Information (such as the title or date) that is printed at the top of every page in a document.
Highlight	To select an item by clicking and thereby shading it.
Highlighter	A feature that places coloured highlighting on screen for selected text.
Image	Picture or graphic.
Indent	To set text away from a margin by a specific distance, for example, at the beginning of a paragraph.
Justification	Alignment of text to the left, right, centre, or spaced evenly between the left and right margins.
Landscape	Orientation of a document that has the long sides of the paper as the top and bottom.
Leader	Dots or other characters that fill the space used by a tab character.
Left tab	A tab stop that left-aligns text. By default, tabs are left-aligned.
Line spacing	The distance between the lines in a paragraph.
Margin	The blank space on the sides, top, and bottom of a document.
Navigate	To move around in a document or program by using scroll bars, arrow keys, or key-combination commands.
New	Command that creates a new blank document.
Normal view	The default view that shows only text and is used for typing, editing, and formatting text quickly.
Num Lock key	Key that allows you to use the numeric keyboard to enter numbers.
On-line Layout view	A view that makes on line reading easier. Text appears larger and you can instantly jump to other parts of the document by using a document map.
Open	To open a document that has been saved.

Outline view	A view that makes it easy to look at the structure of a document and to move, copy, and reorganize text by dragging headings.
Overtype	A feature that allows you to type over the existing text with new text.
Page break	A command that starts a new page at cursor position.
Page Layout view	A view that shows how the printed page will look.
Page Setup	The settings that determine how the pages of your document are set up, including margins, orientation, and size of paper.
Paragraph spacing	The distance before and after paragraphs.
Paste	To insert an item, which has been cut or copied to the clipboard, into a new location.
Portrait	Orientation of a document that has the short side of the paper as the top and bottom.
Print preview	A feature that allows you to see a preview of how your printed document will look before you print it.
Redo	A feature that allows you to reverse the last undo.
Right tab	A tab stop used to right-align text.
Row	A set of cells running horizontally across a table.
Rulers	Bars at the top and left side of the screen that measure the distance from the margin of a page and are used to change tabs, indents, and margins.
Save	To store a document on a disk.
Scroll bars (Horizontal & Vertical)	Bars at the bottom and right side of the screen that allow the user to scroll through the document to see parts not displayed on the screen.
Shade	To make an area darker.
Shift key	Key used with letters to insert a capital letter or with other characters on the keyboard to insert the character displayed at the top of the main one.
Sizing handle	A square you drag to change the size of a selected drawing object, or AutoShape.
Spacebar	Key used to insert spaces.
Spell checker	A feature of Word that checks the spelling and grammar of documents.
Standard toolbar	Toolbar that provides access to frequently used functions such as open, save, and print.

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Status bar	A bar at the bottom of a document that displays document information such as page number (Page), section number (Section), the ratio of current page to the total number of pages (e.g., 2/5), the position of cursor from the top margin (e.g., At 6.4 cm), line number (Ln), and the position of cursor from the left margin (Col 19).
Tab key	Key used to navigate between cells in a table, to move to the next tab stop, or to the next item in a dialog box.
Tab stop	A setting placed along the width of a line of text that allows you to quickly jump the cursor to that setting by pressing the tab key. By default, the tab setting is at .5 inch.
Table	A collection of columns and rows, forming cells at their intersection to organize sets of data.
Text enhancement	Changing the appearance of text through formatting (e.g., bullets) so that it stands out in a group of text.
Thesaurus	A feature of Word that provides a list of synonyms and antonyms for a selected word.
Toolbar	A bar that contains buttons that allow you to activate often-used commands quickly.
Undo	A feature that allows you to undo the last change you made to the document.
Word-processing	Using a computer for storing, manipulating, editing, displaying, and printing text entered from a keyboard.
Word-wrap	A term used to indicate that Word moves text to the next line if there is no room on the current line.
WordArt	A feature that allows you to apply special effects to text, for example, curving text.