

1. ALIGNMENT:	formatting of a paragraph to align with the left margin, right margin, centered, or both margins.	21. EDIT:	An icon at the top of the screen that provides access to copy, cut, paste, and undo features.
2. ALTERNATE: (ALT)	a key that when depressed immediately before or as another key is struck causes that key to perform a special function.	22. ENTER (RETURN):	A key that when struck causes the cursor to move to the left margin and down to the next line.
3. ARROW KEYS:	keys that move the cursor in the directions indicated by the arrow on the key.	23. ERROR:	An mis-stroke of a key. A mistake.
4. BACKSPACE KEY:	Key that when pushed deletes the character to the left of the cursor.	24. ESCAPE (ESC):	A key used to transfer to another section of the software or to "back out" of commands.
5. BACKSTAGE VIEW	View that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane	25. FILE:	Text stored or saved on a disk or drive.
6. BLOCK:	A feature that defines a specific portion of text to be bolded, centered horizontally, copied, deleted, moved, or underlined.	26. FILE NAME:	Name assigned to each file for identification and locating purposes.
7. BOLD:	A feature that prints designated text darker than the rest of the copy to add emphasis.	27. FONT:	a print style
8. CAPS LOCK:	A key that when locked down causes all letters to be capitalized.	28. FONT EFFECTS:	accessed through Format-Font and allows various changes to the font such as strike-through, shadow, emboss, etc.
9. CENTER:	A feature that centers lines of text horizontally.	29. FONT POINT:	Size of font with a default setting of 8 to 72 point.
10. COLUMN:	Dividing a page into vertical sections. (FORMAT - COLUMNS)	30. FUNCTION KEYS (F KEYS):	special keys used alone or in combination with other keys to perform special functions, such as setting margins and centering copy.
11. COMMAND:	An instruction to a computer.	31. GRAPHICS:	pictures or images, located in clip art or document files.
12. CONTROL:	A key depressed as another key is struck, causing that key to perform a special function.	32. GROSS WORDS A MINUTE:	How fast you type! - Abbreviated as GWAM.
13. COPY/PASTE:	A feature that duplicates text from one location and then places the duplicated text at another location.	33. HARD RETURN:	To move the cursor to the beginning of the next line by striking the Enter key.
14. CPU (CENTRAL PROCESSING UNIT)	the internal operating unit or "brain" of a computer.	34. ICON/BUTTON:	A location on the monitor screen to mouse click and perform many different operations.
15. CURSOR:	A blinking line on the screen that shows where you are typing.	35. INDENT:	A feature that sets a tab that indents a paragraph.
16. DATA:	Any information inputted into the computer	36. INSERT ICON/BUTTON:	Access point to insert text, images, symbols, page numbers, etc.
17. DELETE:	Key that moves the cursor to the left, deleting any character occupying that space OR a feature that removes a segment of text by means of the Backspace or Delete key or by means of the block feature.	37. INSERT MODE:	Allows new text to be keyed into existing text.
18. DISK DRIVE:	A unit connected to or situated inside the computer, that reads and write onto CD disks or floppy disks.	38. ITALICS:	Change to the font effect to make the letters all slanted.
19. DOCUMENT:	Formatted information such as a letter, memo, report, table, or form.	39. JUSTIFICATION:	A feature that allows text to be aligned at the left AND right margins.
20. DRAW TOOLBAR:	Toolbar that allows you to insert shapes, lines, call-outs, text, or to alter graphics.	40. KEYBOARD:	An arrangement of letters, figures, symbols, and other keys used to input characters, commands, and functions to the computer.
		41. LINE SPACING:	The number of blank lines between lines of text.
		42. MARGINS:	Number of inches left blank at the left and right of printed lines and at the top and bottom of printed pages.

43. MENU BAR:	The blue line at the top of the screen displaying options such as file, edit, view, insert, etc.
44. MONITOR:	A TV like device used to display text and graphic images on a screen.
45. MOVE:	A feature that takes a designated block of text from one location and places it in another location.
46. NUMERIC KEYPAD:	a calculator type keyboard on the right side used when large amounts of numeric data are to be keyed.
47. NUM LOCK:	A key used to switch the numeric keypad between numeric entry and editing.
48. PRINT:	To produce a paper copy of information displayed on the screen. (Also called hard copy)
49. PRINTER:	A unit attached to a computer that produces text on paper (hard copy)
50. PROOFREAD:	to compare copy on a display screen or printout to the original or source copy.
51. REDO	An arrow within the Standard that repeats a user's last action
52. RETURN (ENTER) KEY:	A key that when struck causes the cursor to move to the left margin and down to the next line.
53. RIBBON	A toolbar that is divided into eight tabs that contain groups
54. SAVE	A button in the quick access toolbar that saves an existing document
55. SAVE:	A software function that records keystrokes on a disk or drive so that the information may be retrieved later.
56. SAVE AS	A dialog box that will save a document in a specific format
57. SCREEN TIP:	A tool that provides more information about commands
58. SHIFT KEYS:	Keys used to make capital letters and certain symbols.
59. SHORTCUT MENU:	A menu that contains a list of useful commands
60. SOFT RETURN/WORD WRAP:	Allows the operator to key successive lines of text without having to strike the Return-Enter key at the end of the line.
61. SPACE BAR:	A long bar at the bottom of the keyboard used to insert a space between words. STATUS LINE: A display that shows the location of the cursor, pages in progress, etc.
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63. TAB:	A key that when struck causes the cursor to move to a preset position, as in indenting paragraphs.

64. TABLES TOOLBAR:	A toolbar that allows the operator to create tables, change colors within the table, insert data, etc.
65. TEMPLATE:	Master document that has predefined page layout, fonts, margins. and styles and is used to create new documents that will share the same basic formatting.
66. TOOLBARS:	Accessible through VIEW - Toolbars, toolbars provide multiple options for many different features.
67. TOOLBAR TABS:	Eight areas of activity on the Ribbon that contain groups or collections of related word commands
68. TYPEOVER MODE:	Replaces existing text with newly keyed text.
69. UNDERLINE:	Underlines text as it is keyed or existing text as a block.
70. UNDO ICON:	A backwards blue arrow within the Standard Toolbar which removes the previous action of the operator.
71. WORD WRAP/SOFT RETURN:	Allows the operator to key successive lines of text without having to strike the Return-Enter key at the end of the line.