

GLOSSARY:

1. **AutoCorrect:** AutoCorrect continuously checks your document for misspelled and unrecognized words and for grammar errors. Right-click a word with a wavy red or green line beneath it to see a menu of alternatives.
2. **Bookmark:** a method to mark locations within a document so that they can be easily returned to later.
3. **Bullet:** a small graphic, commonly a large dot, that starts each item in a list.
4. **Charts:** graphs that use lines, columns, and pie shapes to represent numbers and data.
5. **Folder:** A folder is an area on the disk that can contain files and subfolders that are usually related by type, purpose, or application.
6. **Line Spacing:** Line spacing refers to the number of lines used by each line of text. In single-line spacing, each line of text is followed by another line of text, and there are no blank lines in between. In double-line spacing, each line of text is followed by a blank line.
7. **Page Layout View:** Page Layout View shows the document's margins, headers and footers, frames, and other elements, thus providing a more accurate representation of what a document will look like when it is printed.
8. **Print Preview:** Print Preview in Word allows you to see how your document will look on the page before it is printed.
9. **Watermark:** semi-transparent text or picture that are 'behind' the main text of the document.
10. **Word Processing:** the process of creating, editing and printing a computer written text document.
11. **Word Wrap:** the movement of text to the next line when typing goes beyond the right margin.
12. **WordArt:** a tool within Microsoft Office that allows you to manipulate text in a variety of different, graphical ways.
13. **Dictionary:** Word uses two kinds of dictionaries in tandem: a main dictionary and a custom dictionary. The main dictionary cannot be altered. You can add words to your custom dictionary.
14. **AutoText:** AutoText refers to text and graphics that can be named, stored, and reused in Word documents.
15. **AutoFit:** Use the AutoFit command to format each column to the width of the widest entry in that column.
16. **Alignment:** Alignment refers to the position of lines in a paragraph in relation to the documents left and right margins; i.e., whether they are left-aligned, centered, right-aligned, or justified (evenly spaced).
17. **Clip Art:** Clip art consists of pre-designed images that can be placed within a document.