

GLOSSARY

- **Mail Merge:** The process of combining a standard 'form' letter with a set of names and addresses to create many letters that appear to be individually written.
- **Spelling and grammar checker:** a feature that attempts to check and correct errors in spelling and grammar that the writer may have missed.
- **Thesaurus:** a feature that looks up alternative words with the similar meanings.
- **Template:** a document that stores formatting, text styles and document information that is then used as the basis for another document.
- **Footer:** Footer is the contents of an area located within the bottom margin of a page.
- **Header:** A header is the contents of an area located within the top margin of a page.
- **Endnotes:** notes or references that appear at the end of the document.
- **Macro:** A recorded series of commands, menu selections and key presses that automate repetitive tasks.
- **Hyperlink:** links to a particular page in another document or a webpage or email.