

Name: _____

Word Module 1 Notes

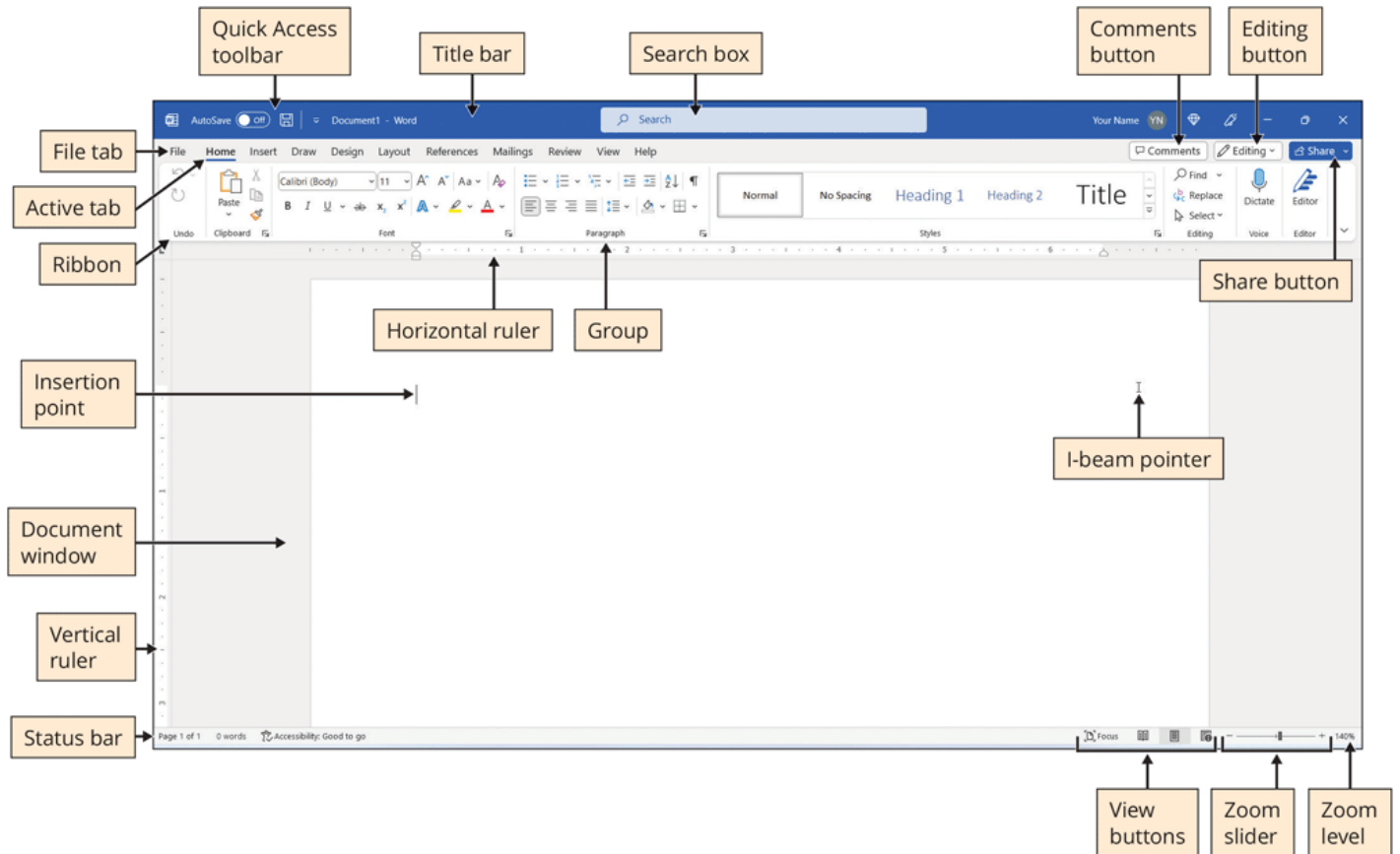
Page 2: Word Processing Software

Term	Definition
	A software program that includes tools for entering, editing, and formatting text and graphics
	Electronic files you create using Word

Page 4: Word Program Window

Term	Definition
	Indicates where text appears as you type
	Displays the name of the document and the name of the program
	Left side of the title bar, includes buttons for saving a document, fully customizable
	Used to find a command or access the Word Help
	Provides access to Backstage view
	Where you manage files and the information about them
	Includes buttons for commands related to editing and formatting documents
	What commands are organized into on each tab
	Displays the current document
	Displays left and right document margins as well as the tab settings and paragraphs indents
	Displays the top and bottom document margins
	Used to display different parts of the document in the document window
	Used to scroll
	Displays the page number of the current page, the total number of pages and words in the document, view buttons, and zoom slider
	Found on the status bar to change the current view of the document

Page 5 – Word Program Window



Pointer Name	Use to...
	Move the insertion point in a document or selected text
	Click a button or other element of the Word program window
	Select a line or lines of text; appears when you point to the left edge of a line of text in the document window
	Open a hyperlink

Page 6: Enter and Revise Text

Term	Definition
	A feature that automatically moves the insertion point to the next line of the document as you type
	Automatically makes typographical adjustments and detects and adjusts typing errors, certain misspelled words, and incorrect capitalization as you type
	Suggests text to insert quickly into your documents
	The default style for paragraphs (adds more space between the paragraphs than it does between the lines in each paragraph)

Page 8: Save a Document

Term	Definition
	The name given to a file
	File extension for Word documents
	Based on the first few words of the document

Page 10: Select Text

Term	Definition
	Involves clicking and dragging the I-beam pointer across the text to highlight it
	Special characters that appear on your screen but do not print
	Text that, when clicked, opens a webpage in a browser window

Page 11: Methods for selecting text

To select	Use the pointer to...
	Drag over the text
	Double-click the word
	Move the pointer to the left of the line, then click
	Press and hold CTRL, then click the sentence
	Triple-click the paragraph or double-click with the pointer to the left of the paragraph
	Click at the beginning of the selection, press and hold SHIFT, then click at the end of the selection
	Select the first selection, then press and hold CTRL as you select each additional selection
	CTRL + A

Page 12: Formatting Text

Term	Definition
	Small toolbar which appears above text when you first select it, includes commonly used text and paragraph formatting

Page 14: View and Navigate a Document

Term	Definition
	Used to save changes made to a file, overwriting the stored file
	Used to keep the original file intact and create a duplicate file

Page 15 – Document Views

View	Description
	Default view, shows a document as it will appear on a printed page
	Displays document text so that it is easy to read on screen
	Allows a user to format web pages or documents that will be viewed on a computer screen
	Useful for editing and formatting longer documents that include multiple headings
	Shows a simplified layout of a document without margins, headers, footers, or graphics

Pages 16-18: Cut, Copying, and Moving Text

Term	Definition
	Text is removed from the document (CTRL + X)
	Text is inserted from the clipboard (CTRL + V)
	Moving selected text by dragging it to a new location with the mouse
	Holds just one item and is not visible
	Holds up to 24 items
	Used to reverse the last action you took (CTRL + Z)
	Used to reverse an action (CTRL + Y)
	Used to repeat an action (F4)
	Text is not removed from the document, a copy is placed on the Clipboard leaving the original in place (CTRL + C)
	Allows you to change the formatting of pasted text

Pages 20-21: Format with Fonts

Term	Definition
	A complete set of characters with the same typeface or design
	Measured in points
	1/72 of an inch
	A related set of fonts, colors, styles, and effects that is applied to an entire document to give it a cohesive appearance
	Preformatted combined text effect styles

Pages 22-23: Set Document Margins

Term	Definition
	The blank areas between the edge of the text and the edge of the page
	Page is taller than it is wide
	Page is wider than it is tall
	Margins used in a document with facing pages, such as a magazine, and use inside and outside rather than left and right
	Adds extra space to one margin to allow room for binding

Page 24: Bullets and Numbering

Term	Definition
	A character, often a small circle, that appears before the items in a list to add emphasis
	A list that helps illustrate sequences and priorities

Pages 26-28: Graphics and Themes

Term	Definition
	Handles used to resize an object and appear on the sides and corners of the object
	A handle used to rotate images
	A graphic that moves as part of the line of text
	A graphic that can be moved independently of text
	Include a preset mixture of effects, such as shading, borders, shadows, and other settings
	A set of unified design elements Default – Office Theme