Briana Partida Lesson 2 Basic Editing

1. A feature that replaces symbols, commonly misspelled words, and abbreviations with specific text strings.

A. Object Zoom

2. A storage area that temporarily stores the items for a user to paste in another location of the document or office file.

B. Cut

3. A command in Word that places a duplicate copy of selected text in the Clipboard.

C. Clipboard

4. A command in Word that removes selected text from the original location and place the deleted text in the Clipboard collection.

D. Document Properties

5. Hidden information such as personal data is added to the document, such as, creator of the document, company name, and keywords.

E. Autocorrect

6. A command in the scroll box that enables users to browse by field, endnote, footnote, comment, section, page, edits, headings, graphics, or tables.

F. Copy

7. A tool that appears in the left side of the window when you select its command in the Show command group.

G. Wildcard

8. A function that allows a user to zoom in on objects such as tables, charts, or images while in Read Mode.

H. Paste

9. A command that pastes text from the Clipboard to a new location in the original document or new document.

I. Replace

10. Changes the pages layout of the document and hides the ribbons. Some editing tools are available.

J. Read Mode

11. A command that enables users to replace one word or phrase with another.

K. Navigation Pane

12. Tiny images of the document pages.

L. Go To

13. Characters to find words or phrases that contain specific letters or combination of letters.

M. Thumbnails