Donna Romero lesson 2 Basic Editing

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

A. thumbnails

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

B. Navigation Pane

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

C. Autocorrect

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

D. Clipboard

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

E. document properties

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

F. Go To

7. Changes the page layout of the document and hides the ribbons. Some editing tools are available.

G. copy

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

H. Object Zoom

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

I. cut

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

J. wildcard

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

K. paste

12. Tiny images of the document pages

L. Read Mode

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

M. Replace