

Name: _____ Date: _____ Period: _____

Jakeil Lowery Lesson 2 Basic Editing

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| 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. repalce |
| 3. A command in Word that places a duplicate copy of selected text in the Clipboard. | C. paste |
| 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. thumbnails |
| 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. Go To |
| 8. A function that allows a user to zoom in on objects such as tables, charts, or images while in Read Mode. | H. wildcard |
| 9. A command that pastes text from the Clipboard to a new location in the original document or new document. | I. cut |
| 10. Changes the page layout of the document and hides the ribbons. Some editing tools are available. | J. Navigation Pane |
| 11. A command that enables users to replace one word or phrase with another. | K. clipboard |
| 12. Tiny images of the document pages. | L. Auto correct |
| 13. Characters to find words or phrases that contain specific letters or combination of letters. | M. read mode |