

# Word Document

1. Reference that list words that have the same or similar meaning to the word you are looking up. A. Edit
2. Reserved area for a text graphics and fields that displays at the top of each page in a document. B. Red Wavy Line
3. Forces a page to end and places subsequent text at the top of the next page. C. Header
4. Indicates an error in spelling. D. Subject Verb Agreement
5. Pre-built collection of formation settings that can be assigned to text. E. File Tab
6. A unit of measurment for font sizes. F. Thesaurus
7. A category of data such as a file name , the page number, or the current date that can be inserted in a document. G. Toggle Button
8. A command that deletes the selected text or object and places a copy in the office clipboard. H. Flagged Error
9. An image of a document that can be viewed using a reader such as (Adore acerbate reader, instead of the application that created the original document. I. cut
10. A character that indicates a paragraph, tab, or space on your screen but that does not print when you point a word document. J. Format
11. A button used to turn a feature on and off. K. Compatibility
12. Proofing setting are first displayed in the file tab. L. Point
13. Is a category that can be enabled in the grammar opposition box. M. Slide
14. Is a wavy line indicating a possible spelling grammar or style error. N. Template
15. A feature that displays the result of a formatting change if you select it. O. Insertion Point
16. An individual page in a presentation that can contain text, pictures, or other objects. P. Place Holder
17. A mode applied to documents that limits formatting and features to ones that are supported in earlier versions of office. Q. Font
18. To change the appearance of text. R. Manual page break

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| 19. A pre-built document into which you insert text using layout and formatting provided in that document.                                      | S. Live Preview   |
| 20. Set of characters with the same design and shape.   | T. Style          |
| 21. A view applied to documents downloaded from the internet that allows you to decide if the content is safe before working with the document. | U. Theme          |
| 22. A pre-built set of unified formatting choices including colors, fonts, effects.   | V. Formation Mark |
| 23. To insert, delete, or, replace text in an office document, workbook or presentation.  | W. Ram            |
| 24. Is the flashing vertical line that indicates where text will be inserted when you start typing.   | X. Field          |
| 25. A reserved formatted space into which you enter your own text or object.  | Y. PDF Document   |
| 26. Where a document is stored until you save it.   | Z. Protected      |