**Formatting and editing Vocabulary**

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| **Term** | **Definition** |
| Alignment | The way multiple lines of text line up along the left, right, or both margins |
| Bullets and Numbering | A word processing feature used to arrange items in a list with each item beginning with a bullet or number |
| Center Align | The alignment of text between both margins, leaving a jagged left and right margin |
| Clipboard | The temporary storage location for text or graphics that have been cut or copied |
| Copy | The word processing feature that allows text or graphics to be copied to another location within a document |
| Cursor | The on-screen blinking character that shows where the next character will appear |
| Cut | The word processing feature that removes text or graphics from the current location in a document |
| Double Space | When 1 blank line is left between lines of text; striking the Enter key 2 times |
| Editing | The process of updating a document to make changes, correct errors, and make it visually appealing |
| Font | A specific design for a collection of letters, numbers, and symbols |
| Footer | Allows you to type information below the bottom margin of each page of a document |
| Formatting | The way text appears, for example: bold, underline, all caps, with color |
| Function Keys | Allow you to quickly access frequently used functions |
| Grammar Check | The word processing feature that checks selected words in a document for grammatical errors |
| Header | Allows you to type information above the top margin of each page of a document |
| Horizontal Centering | When text is centered between the left and right margins, commonly used when creating invitations, announcements, and title pages |
| Justified | The alignment of text along the left and right margin, leaving no jagged edges |
| Landscape | The page orientation in which the width of the page is greater than the height |
| Left Align | The alignment of text along the left margin, leaving a jagged right margin |
| Line Spacing | The spacing between lines of text within a document |
| Margins | The blank space at the top, bottom, left, and right of a document where you cannot type |
| Menu Bar | Provides you with a menu of options to use when creating a document |
| Operational Keys | Allow you to operate the computer without a mouse |
| Orientation | The direction in which you can print on a page (portrait or landscape) |
| Paste | The word processing feature that places text or graphics that have been cut or copied in a new location within a document |
| Portrait | The page orientation in which the height of the page is greater than the width |
| Quadruple Space | When 3 blank lines are left between lines of text; striking the Enter key 4 times |
| Right Align | The alignment of text along the right margin, leaving a jagged left margin |
| Scroll Bars | Allow you to scroll throughout a document that is too long to fit on one screen |
| Single Space | When no blank lines are left between lines of text; striking the Enter key 1 time |
| Spell Check | The word processing feature that checks your document for incorrectly spelled words, similar to an electronic dictionary |
| Thesaurus | The word processing feature that allows you to find words with similar meanings (synonyms) for the text within a document |
| Title Bar | Displays the filename of a document |
| Tool Bars | Provide you with buttons that allow you to access frequently used commands |
| Triple Space | When 2 blank lines are left between lines of text; striking the Enter key 3 times |
| Vertical Centering | When text is centered between the top and bottom margin, commonly used when creating invitations, announcements, and title pages |
| Word Processing | Application software that is used to create text documents such as letters, memos, and reports |
| Word Wrap | The automatic wrapping of text from the end of one line to the beginning of the next line without having to press the Enter key |