



## Vocabulary

### Key Terms

alignment  
bullet  
bulleted list  
character  
font  
font style  
Format Painter  
formatting  
indent  
margin  
memo  
numbered list  
point  
Quick Styles  
scale  
style  
tab stop  
typeface

### Academic Vocabulary

analyze  
enhance  
horizontal

### Review Vocabulary

Complete the following statements on a separate piece of paper. Choose from the Vocabulary list on the left to complete the statements.

1. A(n) \_\_\_\_\_ is used to measure font size. (p. 38)
2. The \_\_\_\_\_ is the unique design of a set of characters. (p. 38)
3. In Word, a default \_\_\_\_\_ is set every .5 inches. (p. 36)
4. You can easily apply styles to a document using \_\_\_\_\_. (p. 54)
5. Left and right page margins can be set on the \_\_\_\_\_ ruler. (p. 36)

### Vocabulary Activity

6. Create a word search using ten of the Vocabulary terms from this lesson.
  - A. Decide which ten terms to use in the word search.
  - B. Write the definitions for each Vocabulary term. These will be the "clues" for your word search.
  - C. Create a block of letters. Your ten terms should be hidden in this block, with letters spelling out the ten terms written horizontally, vertically, diagonally, or backwards.
  - D. Exchange your word search with a classmate. Try your classmate's word search. Use the definitions to find the terms in the block of letters.

### Review Key Concepts

Answer the following questions on a separate piece of paper.

7. Which of the following is NOT an example of formatted text? (p. 40)
 

A. Red	C. 11 pt.
B. Bold	D. Tab
8. Which of the following is NOT a type of paragraph alignment? (p. 44)
 

A. Align right	C. Justify
B. Horizontal	D. Center
9. The Tabs command is found by clicking \_\_\_\_\_. (p. 36)
 

A. Home>Paragraph>Tabs	C. Page Layout>Page Set Up>Tabs
B. Home>Paragraph>Dialog Box Launcher	D. Page Layout>Paragraph>Indent
10. Which of the following lists should be performed or viewed in a particular order and, therefore, should be formatted as a numbered list? (p. 45)
 

A. A grocery list	C. Directions to a friend's house
B. A list of team members	D. A list of items in your desk
11. The three parts of a memo are: (p. 34)
 

A. heading, salutation, body	C. date, body, closing
B. salutation, body, closing	D. heading, body, closing