



## Vocabulary

### Key Terms

AutoCorrect

building block

business letter

Clipboard

content control

copy

cut

drag

paste

Quick Part

symbol

thesaurus

### Academic Vocabulary

phrase

synonym

### 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 a formal letter written by a company or an individual on a business-related subject. (p. 68)
2. The Office \_\_\_\_\_ can store up to 24 cut or copied entries. (p. 70)
3. You can use the \_\_\_\_\_ button to remove a word from your document. (p. 70)
4. A(n) \_\_\_\_\_ is predefined text, a symbol, or formatting that you can quickly insert in your document. (p. 85)
5. The thesaurus can help you find a(n) \_\_\_\_\_ for a word. (p. 74)

### Vocabulary Activity

6. Create a matching quiz to review the vocabulary used in this lesson.
  - A. Key seven vocabulary terms into a document. Format the terms as a numbered list.
  - B. Key the definitions for the seven vocabulary terms underneath the numbered list. Use your own words when creating the definitions. Be sure to mix up the order of the definitions so that they do not match the order of the numbered list.
  - C. Exchange quizzes with a classmate. Take each other's quiz by placing the number of the vocabulary terms next to the term's definition. Check each other's work and review any terms that you miss.

### Review Key Concepts

Answer the following questions on a separate piece of paper.

7. What is the Paste button used for? (p. 70)
 

A. To insert a symbol	C. To insert cut or copied text
B. To format a business letter	D. To close the Research task pane
8. Which Word feature automatically corrects simple spelling and grammar errors? (p. 80)
 

A. AutoCorrect	C. Clipboard
B. AutoFix	D. Thesaurus
9. Which Word feature allows you to search for words with a similar meaning? (p. 74)
 

A. Research task pane	C. Spelling
B. Thesaurus	D. Dictionary
10. Which of the following is a template? (p. 83)
 

A. A pre-formatted letter	C. A clipboard
B. A blank document	D. Copied text