



Vocabulary

Key Terms

bibliography

endnote

footer

footnote

header

Outline View

page break

report

section

section break

table of contents

Word Count

Academic Vocabulary

describe

log

navigate

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. The Previous Page and Next Page buttons can help you _____ through, a multiple-page document such as a report. (p. 102)
2. A(n) _____ is text that appears at the top of every page. (p. 101)
3. A citation that appears at the end of a document is a(n) _____ (p. 107)
4. A(n) _____ can have different formatting from the rest of a document. (p. 110)
5. Use _____ to count the number of paragraphs in a document. (p. 104)

Vocabulary Activity

6. Key a paragraph that includes at least five of the vocabulary terms from this lesson. In your paragraph, identify which Word tools can help you create and format lengthy documents such as reports.
 - A. Identify the five vocabulary terms you will use in your paragraph.
 - B. Key the paragraph. Explain how you would use each vocabulary term you identified to create and format a lengthy document.
 - C. With your teacher's permission, exchange your paragraph with a peer. Review any terms you or your classmate did not understand.

Review Key Concepts

Answer the following questions on a separate piece of paper.

7. What does the Word Count command count in a document? (p. 104)

A. Number of words.	C. Number of characters.
B. Number of paragraphs.	D. All of the above.
8. What commands do you choose to insert a section break? (p. 110)

A. Home>Section Break	C. Insert>Section Break
B. View>Break	D. Page Layout>Page Setup> Breaks
9. What is Reveal Formatting used to view? (p. 98)

A. A document close up.	C. A document's white space.
B. A document's formatting.	D. A document as an outline.
10. Which of following items is used to cite information at the bottom of a page? (p. 108)

A. Endnote	C. Footnote
B. References	D. Table of contents