



Vocabulary

Key Terms

cell
 chart
 Clip Art
 column
 column break
 diagram
 graphic
 newsletter
 shape
 sizing handle
 SmartArt
 style
 table
 text box
 WordArt

Academic Vocabulary

restore
 survey
 visual

Review Vocabulary

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

- SmartArt is an example of a(n) _____ tool used to convey information. (p. 148)
- A(n) _____ is a movable, resizable rectangle that contains text. (p. 145)
- You can use a _____ to change the size of a graphic. (p. 145)
- A(n) _____ is a set of rows and columns used to organize information. (p. 136)
- When creating a newsletter, you must decide how many _____s to include. (p. 133)

Vocabulary Activity

- Create a memory game using the vocabulary terms from this lesson.
 - Select seven vocabulary terms. Write each term on a separate piece of paper. Write the definition for each term on seven more pieces of paper.
 - Turn the papers face down, keeping the definitions in one group and the terms in another group. Mix the papers in each group.
 - With your teacher's permission, pair up with a classmate and take turns turning over terms and their definitions. If you pick up the wrong definition, turn the paper face down. If you pick up the right definition, keep both pieces of paper.

Review Key Concepts

Answer the following questions on a separate piece of paper.

- What keys can you use to move between cells in a table? (p. 137)

A. Enter and Tab	C. Spacebar and Page Down
B. Tab and Arrows	D. Page Down and Arrows
- What can you use to resize an object? (p. 145)

A. sizing handles	C. Clip Art
B. text box	D. AutoFormat
- What tab can you use to apply a style to a table? (p. 142)

A. Insert	C. Home
B. View	D. Page Layout
- Which command path do you choose to create a chart? (p. 151)

A. Insert>Diagram
B. Insert>Illustrations>Chart
C. Format>Picture
D. Chart>Chart Type