



## Vocabulary

### Key Terms

attachment

background

combine

comment

data source

hyperlink

Hypertext Markup

Language (HTML)

mail merge

main document

merge field

page orientation

Track Changes

Web browser

Web Layout View

Web page

### Academic Vocabulary

contribute

enable

vary

### 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 word, phrase, or graphic that you click to move from one location to another (p. 164).
2. \_\_\_\_\_ refers to whether a page is laid out vertically or horizontally. (p. 176)
3. A(n) \_\_\_\_\_ is a note that you can insert in a document. (p. 167)
4. You can \_\_\_\_\_ to a document by collaborating with a classmate. (p. 165)
5. You can use \_\_\_\_\_ to record changes to a document. (p. 166)

### Vocabulary Activity

6. Write a Word "dictionary" that will help other students understand all of the vocabulary terms in this lesson.
  - A. Write all of the vocabulary terms, in alphabetical order, on a piece of paper.
  - B. Use a dictionary and the glossary to see how terms are defined.
  - C. Define each term. Then, use each term in a sentence that relates to something that you learned in the lesson.

### Review Key Concepts

Answer the following questions on a separate piece of paper.

7. What application displays Web pages? (p. 175)
 

A. a Web browser	C. the Internet
B. an e-mail application	D. the World Wide Web
8. Which group allows you to accept and reject changes in a document? (p. 171)
 

A. Home>Reviewing	C. Review>Changes
B. View>Show/Hide	D. Insert>Changes
9. What document is combined with the main document in the mail merge process? (p. 177)
 

A. Worksheet	C. Landscape
B. Mail Merge	D. Data Source
10. Which dialog box is used to change paper size and page orientation? (p. 176)
 

A. Page Setup	C. Print Preview
B. Options	D. Paragraph