

# UNIT 3

# FORMATTING & EDITING SKILLS

## ESSENTIAL OUTCOMES

- I am able to apply appropriate formatting to keyed documents.
- I am able to use editing tools and operational keys effectively.
- I am able to apply paragraph formats effectively.

## ESSENTIAL VOCABULARY

<b>TERM</b>	<b>DEFINITION &amp; EXAMPLES</b>
<b>Alignment</b>	The way multiple lines of text line up along the left, right, center, or both margins.
<b>Bullets and Numbering</b>	A word processing feature used to arrange items in a list with each item beginning with a bullet or number.
<b>Center Align</b>	The alignment of text between both margins, leaving a jagged left and right margin.
<b>Clipboard</b>	The temporary storage location for text or graphics that have been cut or copied.
<b>Copy</b>	The word processing tool that allows text or graphics to be copied to another location within a document; does not affect original text or graphics.
<b>Cursor</b>	The on-screen blinking character that shows where the next character will appear.
<b>Cut</b>	The word processing tool that removes text or graphics from the current location in a document and places it on the clipboard.
<b>Double Space (DS)</b>	When 1 blank line is left between lines of text; striking the Enter key 2 times creates double spaced lines.
<b>Editing</b>	The process of updating a document to make changes, correct errors, and make it visually appealing.

<b>Font</b>	A specific design for a collection of letters, numbers, and symbols.
<b>Footer</b>	Allows you to type information below the bottom margin on a page of a document; this information appears on every page.
<b>Format</b>	To place text on a page so that it looks good and is easy to read. <a href="#">Examples: choice of fonts, font sizes, and alignment</a>
<b>Function Keys</b>	Keys at the top of the keyboard that allow you to quickly access frequently used functions, such as Help and Spell Check.
<b>Grammar Check</b>	The word processing tool that checks selected words in a document for grammatical errors.
<b>Header</b>	Allows you to type information above the top margin on a page of a document; this information appears on every page.
<b>Horizontal Centering</b>	When text is centered between the left and right margins, commonly used when creating invitations, announcements, and title pages; also called center alignment.
<b>Justified</b>	The alignment of text along the left and right margin, leaving no jagged edges, just smooth edges.
<b>Landscape</b>	The page orientation in which the width of the page is greater than the height.
<b>Left Align</b>	The alignment of text along the left margin, leaving a jagged right margin.
<b>Line Spacing</b>	The spacing between lines of text within a document.
<b>Margins</b>	The blank space at the top, bottom, left, and right of a document where you cannot type.
<b>Operational Keys</b>	Allow you to operate the computer without a mouse <a href="#">Examples: arrow and function keys</a>
<b>Orientation</b>	The direction in which you can print on a page (portrait or landscape).
<b>Paste</b>	Allows you to place text or graphics that have been cut or copied within a document.
<b>Portrait</b>	The page orientation in which the height of the page is greater than the width (8 ½ x 11 in).
<b>Quadruple Space (QS)</b>	When 3 blank lines are left between lines of text; striking the Enter key 4 times.
<b>Ribbon</b>	Provides you with groups of commands to use when creating a document (buttons across the top of a document which allows you to edit).
<b>Right Align</b>	The alignment of text along the right margin, leaving a jagged left margin.

<b>Scroll Bars</b>	Allow you to scroll throughout a document that is too long to fit on one screen (usually found on the right side of the screen).
<b>Single Space (SS)</b>	When no blank lines are left between lines of text; striking the Enter key 1 time.
<b>Spell Check</b>	The word processing tool that checks your document for incorrectly spelled words, similar to an electronic dictionary.
<b>Thesaurus</b>	The word processing tool that allows you to find words with similar meanings (synonyms) for the text within a document.
<b>Title Bar</b>	Displays the filename of a document (will tell you what you saved the file as).
<b>Tool Bar</b>	Provides you with buttons that allow you to access frequently used commands.
<b>Triple Space (TS)</b>	When 2 blank lines are left between lines of text; striking the Enter key 3 times.
<b>Vertical Centering</b>	When text is centered between the top and bottom margin, commonly used when creating invitations, announcements, and title pages.
<b>Word Processing</b>	Application software that is used to create text documents such as letters, memos, and reports (ex: Microsoft Word).
<b>Word Wrap</b>	The automatic wrapping of text from the end of one line to the beginning of the next line without having to press the Enter key.