UNIT 3

**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**

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| **TERM** | **DEFINITION & EXAMPLES** |
| **Alignment** | The way multiple lines of text line up along the left, right, center, or both margins. |
| **Bullets and Numbering** | A word processing feature used to arrange items in a list with each item beginning with a bullet or number. |
| **Center Align** | The alignment of text between both margins, leaving a jagged left and right margin. |
| **Clipboard** | The temporary storage location for text or graphics that have been cut or copied. |
| **Copy** | 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. |
| **Cursor** | The on-screen blinking character that shows where the next character will appear. |
| **Cut** | The word processing tool that removes text or graphics from the current location in a document and places it on the clipboard. |
| **Double Space (DS)** | When 1 blank line is left between lines of text; striking the Enter key 2 times creates double spaced lines. |
| **Editing** | The process of updating a document to make changes, correct errors, and make it visually appealing. |
| **Font** | A specific design for a collection of letters, numbers, and symbols. |
| **Footer** | Allows you to type information below the bottom margin on a page of a document; this information appears on every page. |
| **Format** | To place text on a page so that it looks good and is easy to read.Examples: choice of fonts, font sizes, and alignment) |
| **Function Keys** | Keys at the top of the keyboard that allow you to quickly access frequently used functions, such as Help and Spell Check. |
| **Grammar Check** | The word processing tool that checks selected words in a document for grammatical errors. |
| **Header** | Allows you to type information above the top margin on a page of a document; this information appears on every page. |
| **Horizontal Centering** | When text is centered between the left and right margins, commonly used when creating invitations, announcements, and title pages; also called center alignment. |
| **Justified** | The alignment of text along the left and right margin, leaving no jagged edges, just smooth edges. |
| **Landscape** | The page orientation in which the width of the page is greater than the height. |
| **Left Align** | The alignment of text along the left margin, leaving a jagged right margin. |
| **Line Spacing** | The spacing between lines of text within a document. |
| **Margins** | The blank space at the top, bottom, left, and right of a document where you cannot type. |
| **Operational Keys** | Allow you to operate the computer without a mouseExamples: arrow and function keys |
| **Orientation** | The direction in which you can print on a page (portrait or landscape). |
| **Paste** | Allows you to place text or graphics that have been cut or copied within a document. |
| **Portrait** | The page orientation in which the height of the page is greater than the width (8 ½ x 11in). |
| **Quadruple Space (QS)** | When 3 blank lines are left between lines of text; striking the Enter key 4 times. |
| **Ribbon** | Provides you with groups of commands to use when creating a document (buttons across the top of a document which allows you to edit). |
| **Right Align** | The alignment of text along the right margin, leaving a jagged left margin. |
| **Scroll Bars** | 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). |
| **Single Space (SS)** | When no blank lines are left between lines of text; striking the Enter key 1 time. |
| **Spell Check** | The word processing tool that checks your document for incorrectly spelled words, similar to an electronic dictionary. |
| **Thesaurus** | The word processing tool that allows you to find words with similar meanings (synonyms) for the text within a document. |
| **Title Bar** | Displays the filename of a document (will tell you what you saved the file as). |
| **Tool Bar** | Provides you with buttons that allow you to access frequently used commands. |
| **Triple Space (TS)** | When 2 blank lines are left between lines of text; striking the Enter key 3 times. |
| **Vertical Centering** | When text is centered between the top and bottom margin, commonly used when creating invitations, announcements, and title pages. |
| **Word Processing** | Application software that is used to create text documents such as letters, memos, and reports (ex: Microsoft Word). |
| **Word Wrap** | 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. |