Word Processing Vocabulary

Use the following words to fill in the blanks.

Alignment Aspect ratio Bullet

Callout Chart Crop Drag and drop

Find Header Font Font effect

Font style Footer Format Indent

Landscape Margins Point Portrait

Sizing handles Sort Table Tab stop

Template Text box Word wrap Zoom

1. \_\_\_\_\_\_\_\_\_\_\_ is to change the appearance or look of text.
2. \_\_\_\_\_\_\_\_\_\_ orientation is page is rotated so longer than wide while \_\_\_\_\_\_\_\_orientation the page is wider than it is long.
3. \_\_\_\_\_\_\_\_\_\_ is the blank space around the top, bottom, and sides of page.
4. \_\_\_\_\_\_\_\_\_\_ is the position of text between the margins (left-align, right-align, center, or justify).
5. \_\_\_\_\_\_\_\_\_\_is the space between the text and margins (first line, hanging, left, right)
6. \_\_\_\_\_\_\_\_\_\_ marks the place where the insertion point will stop when you press the tab key (left, right, center, or decimal).
7. \_\_\_\_\_\_\_\_\_is the design of text.
8. \_\_\_\_\_\_\_\_\_\_is the unit of measurement for fonts.
9. \_\_\_\_\_\_\_\_\_\_is emphasis added to text such as bold, italic, or underline.
10. \_\_\_\_\_\_\_\_\_\_ help enhance look of text as strikethrough, superscript, subscript, shadow, emboss, engrave, outline, small caps, all caps, or hidden.
11. \_\_\_\_\_\_\_\_\_\_is any small character that appears before an object in a list.
12. \_\_\_\_\_\_\_\_\_\_ is the percentage the file is magnified or reduced on the screen.
13. \_\_\_\_\_\_\_\_\_\_is a command that lets you specify how to locate data.
14. \_\_\_\_\_\_\_\_\_\_is to arrange lists of words or numbers in ascending or descending order.
15. \_\_\_\_\_\_\_\_\_\_ is text that is printed at the top of each page while a \_\_\_\_\_\_\_\_\_\_is text printed at the bottom of each page.
16. \_\_\_\_\_\_\_\_\_\_is a graphical representation of data.
17. \_\_\_\_\_\_\_\_\_\_is text or graphic organized in columns and rows.
18. \_\_\_\_\_\_\_\_\_ is a shape specifically designed to hold text.
19. \_\_\_\_\_\_\_\_\_\_ is a special type of label in a drawing that consists of a text box with an attached line to point to something in the drawing.
20. \_\_\_\_\_\_\_\_\_\_\_ is to remove part of a picture.
21. \_\_\_\_\_\_\_\_\_\_ appears around an object that that you can drag to resize.
22. \_\_\_\_\_\_\_\_\_\_\_ allows you to drag selected text from one place in a file to another location.
23. \_\_\_\_\_\_\_\_\_\_\_ is the relationship of an objects height to its width.
24. \_\_\_\_\_\_\_\_\_\_\_ is a predesigned file that you can use to create a new file.
25. \_\_\_\_\_\_\_\_\_\_\_ is a Word feature that automatically wraps words around to the next line when they will not fit on the current line.