

Microsoft Word 2010 Vocabulary

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1 Introduction to Microsoft Word 2010

Document A digital file in a format that word processors can understand. Short for Word Processing document.

Microsoft Word The most popular word processing application made by Microsoft Corporation.

Word Processing Computer software for working with words to create documents. Examples: Microsoft Word and OpenOffice Writer.

2 File Operations

Close To unload the current document.

Compatibility Mode An open mode for documents created in earlier versions of Microsoft Word. Limits access to newer features since the older format cannot store them.

Default The original settings for software features.

Exit To close the current program. ALT+F4

File A digitally-stored document, image, sound, or movie that can be read by computer software.

File Extension The type of file as identified by part of the file's name. Word processing formats include: .DOC, .DOCX, .ODT, .TXT, and .RTF.

File Type The type of content in a file and specifically the storage format of that content. Determines which applications can read the file.

Folder A storage container for files. Formerly known as Directory.

New Create a blank document. CTRL+N

Open The process of loading stored information. Same as Load, Retrieve. CTRL+O

PDF A popular document format that displays identically across all computer platforms. Invented by Adobe Systems. Short for Portable Document Format.

Protected Mode An open mode for documents from an Internet source. The document can be read, but full editing access is restricted to protect the user's computer from potential malware.

Run To load a program to the computer's memory for use. Same as Execute, Launch, Start.

Save To store the current open document as a file. If the file has not been saved yet, prompts for a filename. Same as Quick Save. CTRL+S

Save and Send New saving, sharing, publishing, and printing options available from [File] in Microsoft Office 2007 and higher applications.

Save As To store the current open document with a new name or location. CTRL+A

Sharing To give another user access to a document or a copy thereof.

3 Parts of the Word 2010 Window

Backstage View Commands and tools to manage document permissions, properties, sharing, and other meta settings. Same as File Screen.

Command An action that can be applied to a document. Examples include making text bold, inserting a table, and printing.

Dialog Box A pop-up window of command options that appears floating on top of the window.

Group An organized set of commands located on a Tab.

GUI Short for Graphical User Interface. The interface or environment that allow a user to interact with a program. Composed of buttons, sliders, menus, toolbars, drawers, and other controls.

Quick Access Toolbar Shortcuts to common commands like Print, Save and Undo that are located above the ribbon which is always visible. Similar to Quick Launch Toolbar.

Ribbon The new interface for Microsoft Office that organizes commands in tabs and groups instead of menus and toolbars. Began with version 2007.

Status Bar The bottom toolbar displaying document information and offering quick access to document views and zoom options.

Style Gallery A collection of preset styles for the selected object. Same as Drawer.

Tab A set of related command groups located on the Ribbon.

Task Pane A pop-up window of command options that appears docked on one side of the window. Same as Window Pane.

4 Parts of a Document

Body The main and central section of a document where the majority of the content will be included.

Character Any single letter, number, symbol, punctuation mark, or space.

Footer The document section below the Body. Content in this section is displayed and printed at the bottom of every page. Commonly contains page numbers.

Header The document section above the Body. Content in this section is displayed and printed at the top of every page. Commonly contains titles and author names.

Line A single strip of text from the left margin all the way to the right margin or the end of the text, whichever comes first.

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AW Rasmussen



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