

Word Exam Study Guide: ISAT 229

Microsoft Word
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Key Terms:

Ribbon

Home Tab

Tooltips

Contextual Tabs

Office Button

Status Bar

Display Format Marks

Selecting a Line

MLA (meaning)

APA

Citations

Works Cited

Header/Footer

Footnotes

Endnotes

Footnote Reference Mark

AutoCorrect

Display Rulers

Horizontal Ruler

Fonts

Font Size

“Soft” Line Break

Soft Page Break

Hard Page Break

Hanging Indent

Document Properties

Insert Clip Art

Insert Image

Insert Table

Style Sets

Changing the Style Set

Default Style

Set & Display Tab Stops

Change Font Color

Applying a Quick Style

Apply a Table Style

Change Spacing Below a Paragraph