

Quiz #1 Study Guide: ISAT 229

Microsoft Word
11 February 2008

Key Terms:

Ribbon

Home Tab

Contextual Tabs

Office Button

Display Format Marks

Font Size

Selecting a Line

Change the Style Set

Theme

Metadata

MLA

APA

Works Cited

Header/Footer

AutoCorrect

Automatic Page Breaks

Display Rulers

Horizontal Ruler

First Line Indent Marker

Footnotes

Endnotes

Footnote Reference Mark

Edit a Source

Soft Page Break

Hard Page Break

Works Cited Page

Hanging Indent

Find and Replace

Checking Spelling

Checking Grammar

Research Task Pane

Translating a Document

Document Properties

Display Formatting Marks

Insert Clip Art

Insert Image

Resizing a Graphic

Set Transparent Color

Set Tab Stops

Change Font Color

Convert a Hyperlink

Applying a Quick Style

Apply a Table Style

Resize a Table

Pasting from the Clipboard

Zoom In and Out

Change Spacing Below a Paragraph