Lesson 8

Vocabulary

Alignment: how text is positioned between the left and right margins.

Clipboard: a temporary storage place in your computer’s memory.

Drag-and-drop editing: to drag selected text from the existing location and then drop the selected text in new location.

Edit: modify or adapt the document and make revision or corrections.

First line indent: a spaces at the first of the paragraph to tell where a new paragraph begins.

Font: the design of the typeface in your document.

Format: change the appearance of the text or of the whole document.

Format painter: copy the formatting of a text quickly to other text and objects.

Hanging indent: first line of text begins at the left margin and all other lines of the paragraph are hanged to the right of the first line.

Indent: a space inserted between the margins and where the line of text appears.

Insert mode: to enter new text in front of existing text.

Landscape orientation: formatting the content of the document with the long edge of the page at the top.

Manual line break: a paragraph marker is inserted by pressing the enter key.

Manual page break: begin a new page manual by inserting a **manual page break**, when the first page is fill with text or graphics.

Margin: the blank space around the edges of the pages.

Overtype mode: new text replaces the existing text.

Points: the measurement of the size of font.

Portrait orientation: formatting the content of the document with the short edge of the page at the top.

Select: identify a block of text you want to edit.

Soft page break: begin a new page automatically when the first page is fill with text or graphics.

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