

# Glossary

**ActiveX controls** Set of controls used on web forms

**Alignment** Horizontal placement of text relative to the left and right margins of a cell or a page, where text is left-, right-, or center-aligned; or, vertical placement of text relative to the top and bottom margins of a cell or page, where text is top-, middle-, or bottom-aligned

**AutoComplete** Feature that offers to complete the typing for you when it recognizes certain words and phrases

**AutoCorrect** Predefined text used for automatically correcting common spelling and capitalization errors; can be customized with user-defined entries

**Backstage view** Contains common commands such as Open, Save, and Print; available via the File tab

**Block style** Letter style that aligns all parts of a letter at the left margin

**Blog** A journal, either business or personal, that is published on the web

**Bookmarks** Selection of text identified by a name and location; enables quick navigation through long documents

**Building Blocks** Feature that allows you to insert predesigned content into your documents; you can create your own building blocks

**Captions** Text added to a figure to describe or explain the figure; text formatted as captions can be used to create a table of figures

**Cell** Intersection of a column and row

**Character styles** Styles used to format a single word or selected group of words with text formatting such as font, bold, font size, etc.; no paragraph formatting is included

**Citation** Reference to a source used in a document containing information to locate the source

**Clip art** Predesigned graphic images you can place in documents

**Clipboard** Storage area where cut/copied items are stored; the Clipboard task pane lets you collect and paste multiple items; holds up to 24 entries

**Collaborating** Working together with a team of people to edit and complete a document

**Column** Vertical arrangement of cells in a table

**Column break** Manual break of a newsletter column at a specified location; moves text at the break point to the top of the next column

**Comments** Electronic notes attached to a document

**Compatibility Checker** When a Word 2013 document is saved down to an earlier version, the Compatibility Checker notifies the user how features specific to Word 2013 will be handled in the earlier version

**Compatibility Mode** Mode that allows users of earlier versions of an application to open Office 2013 versions; available features are limited to those available in the earlier versions

**Concordance** A list of terms used to mark words or phrases in a document that are to be contained in an index

**Content Controls** Controls that can be used on forms created using Word

**Contextual tab(s)** Ribbon tabs that appear in context with the task being performed

**Convert** Feature that allows you to convert documents that were created in an earlier version of an application to the Office 2013 file format

**Cropping** Cutting off parts of a picture to make certain other elements stand out or to remove unwanted elements

**Data source** In Mail Merge, the variable data that merges with the main document; controlled by merge fields in the main document

**Default** Setting that a computer program assumes you will use unless you specify a different one

**Demote** To increase text indentation so it appears farther away from the left margin and, if numbered or bulleted, reduces the numbering or bulleting level to the next lower level

**Destination file** The file into which data copied from another document is pasted

**Dialog box launcher** Small icon that appears in the lower-right corner of some Ribbon groups; click to open a dialog box or task pane related to the group

**Digital signature** Means of authenticating the identity of the originator of a document; a signed document cannot be modified

**Document inspector** Reviews documents for hidden data or personal information

**Document properties** Information about a document, such as the date and time it was last modified, the author's name, and the name of the last person who modified it

**Drag and drop** Method for copying and moving text/objects; most useful when copying/moving a short distance or between two files displayed side by side

**Drop cap** Formatting the first letter in a paragraph so it is significantly larger than other text in the paragraph

**Embedded object** Object from a source file that is inserted in a destination file; the object becomes part of the destination file

**Encryption** Technique for encoding a document so it can only be read by the sender and the intended recipient

**Endnotes** Notes that appear at the end of the document body in which the reference is made; numbered sequentially throughout a document

**File format** Technique for storing information in a file; applications normally have a special file format they use by default

**Find and Replace** Feature that finds a specific word, phrase, or format and, optionally, replaces it with another word, phrase, or format

**Footers** Text located within the bottom margin of a file that repeats on all applicable pages, such as within a section

**Footnotes** Notes that appear at the bottom of the page on which the reference is made; footnote numbers can start with 1 on each page or can be numbered sequentially throughout a document or individually

**Form fields** Text boxes, checkboxes, and other controls added to forms to limit or control data entered in the form

**Form field properties** The characteristics associated with a form field that are used to restrict the length, type, and format of data entered in the form field

**Format Painter** Tool used to copy formats from one block of text, data, or graphic and apply them to another block of text, data, or graphic

**Formatting marks** Special characters such as spaces, tabs, and paragraph symbols made visible when the Show/Hide button is turned on; also referred to as nonprinting characters

**Function** Predefined formula that performs calculations on table cells

**Headers** Text located within the top margin of a file that repeats on all applicable pages, such as within a section

**Hyperlinks** Block of text or a graphic that jumps you to another location in a file, to another file, or to a web page when clicked

**Indents** Offset text from the left or right margin

**Legacy forms** Older set of form fields that can be used in forms along with the Content and Active X controls

**Line break** Forced new line within a paragraph that keeps the new line as part of the paragraph

**Linked object** Object created in a source file and inserted in a destination file; the object retains a link to the source file; the destination file can be updated when the source file is modified

**Live Preview** When you point at formatting commands on the Ribbon, it displays how the format would appear on selected text and objects without actually applying the format

**Macro** Series of frequently used commands grouped together and saved as a single command; used to speed up repetitive tasks

**Mail Merge** Feature used to personalize standard letters, envelopes, mailing labels, and other documents by combining a main document with a data source

**Main document** In a mail merge, the document that contains the content that remains the same for each recipient; controls the merge with merge fields

**Manual page break** Forced page break created by pressing **Ctrl**+**Enter** or choosing **Insert**→**Pages**→**Page Break**

**Mark as Final** Command that makes a document read-only; places an icon on the status bar to let readers know they are viewing the final form of the document

**Merge** To combine the contents of two or more table cells to create a single table cell

**Merge fields** Placeholder in a mail merge main document that instructs Word to insert information from a data source

**Microsoft Account ID (formerly Windows Live ID)** An electronic ID used to access personal account files on SkyDrive and other Microsoft sources

**Mini toolbar** Toolbar containing common formatting commands that appears when text is selected

**MLA style** *Modern Language Association Handbook for Writers of Research Papers*; shows how to work with sources in expository writing

**Modified block** Letter style that aligns the date and signature lines at the center of the page and all other lines at the left margin; the first line of paragraphs may be indented

**Navigation task pane** The panel on the left side of the Word window to help navigate to places in a document using headings, pages, or search tools

**Nonbreaking spaces** Spaces inserted between two or more words to keep those words together on the same line

**Object** Element shared between documents, such as an Excel spreadsheet or chart

**Office Web Apps 2013** Versions of Word, Excel, PowerPoint, Outlook, and OneNote, available online for reviewing documents stored on SkyDrive; Web Apps have less-than-full application function

**Orientation** Direction in which the page is turned for viewing and printing, either Portrait (short edge on top) or Landscape (long edge on top)

**Paragraph** In Word, a paragraph is created anytime you tap **Enter**; can consist of several lines, a single line, or a blank line

**Paragraph styles** Styles used to format a paragraph or selected group of paragraphs; may include character formatting

**PDF (Portable Document Format)** Document format in which the file looks the same on all types of computers

**Print Preview** Feature that allow you to see how a file will look when printed

**Promote** To reduce text indentation so it appears closer to the left margin and, if numbered or bulleted, elevates the text to the next higher number or bullet level

**Quick Access toolbar** Toolbar that appears at the left end of the title bar; contains buttons for performing common tasks; can be customized

**Resume Reading** Bookmarking feature that remembers where you were last working in a document; the next time you open the document, clicking the bookmark jumps you to that location

**Ribbon** Band at the top of an application window that contains commands that help you perform tasks; organized in tabs that relate to a particular type of activity and groups that contain related commands

**Round-tripping** Converting a document created in Word 97-2003 to Word 2013 format and then saving it back to the Word 97-2003 document format

**Rows** Horizontal groups of cells in a table

**Section break** Position in a document where one section ends and another begins because page formatting is going to change, such as from single to multiple-column layout

**Select (highlight) text** To drag over the desired text with the mouse pointer or other techniques; used in preparation for tasks such as formatting and copying

**Shapes** Tools for drawing graphics in documents

**Show/Hide** Displays nonprinting characters such as tabs, spaces, and paragraph symbols onscreen for easy access

**Sizing handles** Small squares or circles on the corners and centers of selected graphics that can be dragged to make the graphic larger or smaller

**SkyDrive** A service offered by Microsoft that provides free online storage to persons who have a Microsoft Account ID (formally Windows Live ID)

**SmartArt** Predesigned graphic designs added to a document; categories include List, Hierarchy, Pyramid, and so forth

**Smart tag** Context-sensitive option button that appears on menus to provide easy access to commonly used tasks

**Source file** The document in which copied text originally appeared

**Sort** To arrange of data in alphabetic, numeric, or date order; can be in ascending (low to high) or descending (high to low) order

**Split** To create two or more table cells from a single table cell

**Style** Group of formats that allows you to quickly apply multiple formats at once; when a style is modified, all text with the style applied is updated with the modification; also known as Quick Styles

**Style Sets** Change font and paragraph properties; interact with Themes; most effective when used in conjunction with Styles gallery

**Tab stop** Preset stop along the horizontal ruler set at every half inch, to control and align text; can be customized

**Table style** Style applied to table cells, rows, or columns to ensure consistency

**Template** Preformatted document layout used as the basis for new documents to maintain consistency among documents; usually contains text, paragraph, table, graphics, and other formats

**Theme** Set of formatting selections you can apply to a document; includes colors, graphic elements, and fonts all designed to work well together

**Title bar** Appears across the top of the application window, contains the name of the application and the name of the current file

**Touch-mode screen** Allows you to interact with a touchscreen by tapping or swiping your fingers on the screen

**Track Changes** Feature that, when activated, marks each change to a document; the changes can then be reviewed and either accepted or rejected

**View** Onscreen layout of a document optimized for performing specific tasks or for determining how the document will look in final form

**Visual Basic for Applications (VBA)**  
A programming language used by Office programs that creates modules containing macros

**Watermark** Text or images placed in the header of a document so it appears faintly behind document text and graphics

**WordArt** Feature for creating stylized formatting of text; typically used for headings

**Word Wrap** Automatic moving of text to a new line when it extends beyond the right margin of a paragraph; eliminates the need to tap **Enter** at the end of lines within a paragraph

**Zoom** Command that changes the on-screen levels of magnification