Lesson 1 Vocabulary

1. **Access keys**: A tool that replaces some keyboard shortcut from earlier versions of Microsoft and appears as small square labels.
2. **AutoComplete**: A command that automatically completes text, such as the current date, day of the week and month.
3. **Backstage view**: A tool that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane that can be customized to meet user’s needs.
4. **dialog box**: A box that displays additional options or information you can use to execute commands.
5. **dialog box launcher**: A small arrow in the lower-right corner of the group.
6. **Groups**: Collections of related Word commands.
7. **I-Beam**: The large “I” created when users place the cursor near the insertion point.
8. **Insertion point**: The blinking point at the upper-left side of the document where you will begin creating your text.
9. **KeyTips**: A tool that replaces some keyboard shortcuts from earlier versions of Microsoft.
10. **Menu**: A list of options.
11. **Mini toolbar**: A small toolbar with popular commands that appears when you point to selected text.
12. **nonprinting characters**: Symbols for certain formatting commands that can help users create and edit documents.
13. **Preview**: A tool that enables users to visually check your document for errors before printing.
14. **Print**: To send a document to a printer.
15. **Quick access toolbar**: A toolbar that contains commands that users use more often, such as Save, Undo, and Redo.
16. **Ribbons**: A tool that is divided into eight tabs that contain groups.
17. **Save**: A button in the Quick Access Toolbar that saves an existing document.
18. **Save As**: A dialog box that will save a document in a specific format.
19. **ScreenTip**: A tool that provides more information about commands.
20. **Settings**: An option that enables users to set document properties.
21. **shortcut menu**: A menu that contains a list of useful commands.
22. **Tabs**: Eight areas of activity on the Ribbon that contain groups or collections of related Word commands.
23. **Template**: Master document that has predefined page layout, fonts, margins, and styles and is used to create new documents that will share the same basic formatting.
24. **Undo**: A command that allows users to cancel or undo their last command or action.
25. **white space**: A space between pages in a document.
26. **Word Wrap**: A tool that automatically wraps text to the next line as it reaches the right margin.