



Knowing these terms will help you complete the exercises in this lesson.  
Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
<b>Button</b>	A graphic icon that can be clicked to perform a specific task.	9
<b>Cursor</b>	A blinking vertical bar that indicates where the text you key will appear on the screen. Also known as an insertion point.	13
<b>Delete</b>	To remove text from a document.	16
<b>Dialog box</b>	A box opened by some menu commands that allows you to select options or specify information to perform the command.	11
<b>Document pane</b>	The part of the Word screen where you key in text.	13
<b>Folder</b>	An item that helps the user organize files.	11
<b>Insert</b>	To add text to a document.	13
<b>Insertion point</b>	A blinking vertical bar that indicates where the text you key will appear on the screen. Also known as a cursor.	13
<b>Key</b>	To type text into a document.	13
<b>Menu</b>	A list of related commands.	8
<b>Menu bar</b>	A bar that displays the names of the available menus.	8
<b>Menu command</b>	An individual option in a menu.	8
<b>Pointer</b>	The arrow used to select on-screen items, such as menus and buttons.	7
<b>ScreenTip</b>	A description that appears when you point to a button.	9
<b>Scroll</b>	To move up and down or left and right in a document.	7
<b>Scroll bar</b>	A bar at the right side or bottom of the screen that allows you to move up and down or left and right in a document.	7
<b>Status bar</b>	The bar at the bottom of the screen that displays information such as the current page number and the total number of pages in the document.	7
<b>Submenu</b>	A list of commands that appears when you click certain menu items.	8
<b>Task pane</b>	A pane that opens to the right of the text area that provides easy access to common tasks.	10
<b>Title bar</b>	The bar at the top of the screen that displays the name of the current window.	7
<b>Toolbar</b>	The bar that contains buttons that can be clicked to perform different tasks.	9

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