

LESSON

1

Key Terms

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

◀ See page TM36 for
English Learner activity
suggestions.

Key Term	Definition	Page Number
Brightness	The lightness or darkness of a graphic.	19
Contrast	The visual sharpness of an image.	19
Crop	To trim the vertical or horizontal edges of an image.	18
Custom style	A combination of character and paragraph formatting that is named and saved.	7
Graphic	Usually a picture file, but it can also be a drawing object such as a table, chart, or shape.	17
Keep lines together	Prevents a page break in the middle of a paragraph.	12
Keep with next	Prevents a page break between the paragraph where the insertion point is located and the next paragraph.	12
Line break	A break inserted in text that begins a new line but not a new paragraph.	14
Object	A table, chart, graphic, equation, or other form of information inserted into your document. (Can be new or can be created in another program and inserted from an existing file.)	20
Orphan	The first line of a paragraph that appears by itself at the bottom of a page.	12
Resize	To change the size of an image.	15
Rotate	To turn a graphic around in a document.	18
Scale	To resize an image by a percentage of its original size.	15
Size	To change the height and/or width of an object.	15
Widow	The last line of a paragraph that appears by itself at the top of a page.	12

Tech Tip

Instead of clicking the file name and then clicking **Open**, try simply double-clicking the file name to open it.