

LESSON

3

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
Caption	A label that describes a figure or table.	83
Cross-reference	A pointer to a section of the document or the page number where the section appears.	84
Endnote	Explanatory information or a bibliographic reference that appears on a separate page at the end of the document.	91
Fill Effects	Settings that allow you to create different shading patterns for the document's background.	80
Footnote	Explanatory information or a bibliographic reference that appears at the bottom of the page.	90
Form	A document with spaces where people can enter information.	76
Form field	A location where specific data, such as a name or address, is stored in a form.	76
Index	A list of key terms in a document and the page numbers where they appear.	88
Protect	To prevent others from making changes to a document.	76
Table of authorities	Lists the legal references in a document and the page numbers where they appear.	87
Table of contents	Lists the headings in a document and the page numbers where they appear.	85
Table of figures	Lists the figures in a document and the page numbers where they appear.	86
Theme	A set of fonts and colors that give a document a unified look.	81
Watermark	A word or graphic that appears on every page of a document behind the document's text.	82

Tech Tip

If you only want to change the document's background color, select **Format>Background**. You can also choose from hundreds of background colors by choosing **Format>Background>More Colors**.