

LESSON

5

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
Custom dictionary	A list of words that are not in the standard Microsoft Word dictionary but are instead added by the user. When added to the custom dictionary, the spelling checker will accept these words as correct.	141
Default font settings	The font settings (such as font, font style, and size) used for text formatted with the Normal style.	143
Macro	An action that automates a task with multiple steps.	134
Shortcut key	A function key (such as F5) or key combination (such as Ctrl + A) that you use to carry out a command, such as a macro.	134
Visual Basic Editor	A tool that allows you to write or edit code. Can be used to create and modify macros.	136

Tech Tip

You can use the buttons on the **Macros** toolbar to stop or pause the recording of a macro.

You Should Know

You can remove or rearrange buttons on a toolbar. While the **Customize** dialog box is open, drag the button off the toolbar or to another position on the toolbar. Check with your teacher before customizing a toolbar.

Tips and Tricks

To use font settings in your document as the default font settings, select the text and press **ALT** + **O**, **ENTER**, **ALT** + **D**, **ENTER**. Check with your teacher before changing default settings.