

LESSON

2

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
Ascending order	To place items in increasing order.	36
AutoSummarize	A tool that summarizes the important points in a document.	47
Bookmark	A placeholder in a document.	45
Cell	The intersection of a row and a column in a table.	39
Data source	A file that contains the variable information for a mail merge.	48
Descending order	To place items in decreasing order.	36
Document Map	A list of headings in a document that you can use to navigate a document.	43
Field	A code that automatically inserts the date, the page number, or other information into a document.	42
Formula	An equation containing numbers and/or values in a table.	38
Mail merge	The process that creates multiple copies of the same letter, envelope, or label and inserts personalized data.	48
Main document	The letter, envelope, or label document that is used in a mail merge. It contains information that does not change.	48
Merge Cells	Command used to combine two or more cells in a table into a single cell.	39
Merge field	Code in a mail merge main document that shows where data will be inserted.	48
Readability Statistics	Displays information about the reading level of a document.	46
Sort	To arrange a list of information in ascending or descending order.	36
Split Cells	Command used to divide one cell in a table into two or more cells.	39
Table property	Table characteristics such as alignment, height, or width.	41
Thumbnail	Small image of a page in a document.	43
XML (eXtensible Markup Language)	A format for structuring data that can be interpreted by various applications.	54
XML schema file	An XML file that defines the structure of other XML files.	54