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
Alignment	The way text lines up with respect to margins or tabs.	49
Border	A line or box that frames text.	57
Bulleted list	A list of items preceded by a special symbol, such as a dot or an arrow.	52
Character	Individual letters, numbers, symbols, and punctuation marks.	42
Font	The overall design of a full set of characters (also called typeface).	42
Font style	An effect that can be applied to a font, such as bold, italic, or underline.	43
Format Painter	A tool that copies formatting from one object to another.	46
Formatting	Any change made to the appearance of the text.	44
Hidden text	Text that only appears when Show/Hide ¶ is selected.	60
Highlight	Changes the background of selected text to draw attention to it.	59
Indent	The distance from the left or right margin to the text.	56
Margin	The blank space between text and the edge of a page.	39
Memo	An informal note sent to one or more people, usually within a business or organization.	39
Numbered list	A list of items that must appear in a particular sequence. Each item is preceded by a number or letter.	50
Outline numbered list	An indented chronological list of items organized in sections.	61
Shading	The background color or pattern that is added to a text area.	57
Style	A set of defined formatting characteristics.	44
Tab stop	A setting that determines where the insertion point will stop when you press the Tab key.	41
Template	A guide that contains the formatting of a particular type of document.	62
Typeface	The overall design of a full set of characters (also called font).	42

Tips and Tricks

Press CTRL + SHIFT + [>] to increase font size.
Press CTRL + SHIFT + [<] to decrease font size.