



# LESSON 4 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.

Key Term	Definition	Page Number
<b>Endnote</b>	A note at the end of the document or section that is used to cite references or to give more information.	120
<b>Footer</b>	Text that appears at the bottom (foot) of every page.	112
<b>Footnote</b>	A note at the bottom of the page used to cite references or give more information.	121
<b>Full Screen view</b>	A view that displays a document with all of the Word toolbars, task panes, and other screen items removed.	130
<b>Go To</b>	Navigation tool that lets you move through a document in a specified way. You can, for example, go to items such as pages, sections, or headings, or move up or down a specific number of lines in the text.	128
<b>Header</b>	Text that appears at the top of every page.	112
<b>Navigate</b>	To move through your document to a particular location.	113
<b>Outline View</b>	The view of a document that displays the text, indented to show the heading level.	132
<b>Page break</b>	The place where one printed page ends and the next begins. A soft page break is when Word automatically moves text to a new page. A hard page break is a break inserted by the user to force text to a new page.	117
<b>Reading Layout view</b>	The view of a document that maximizes the viewing area for reading.	130
<b>Report</b>	A formal document used to communicate information.	109
<b>Section</b>	A portion of a document that can have different formatting from the rest of the document.	123
<b>Section break</b>	A break that you insert to start a new section.	123
<b>Select Browse Object</b>	A button that lets you choose how to move through a document. You can, for example, browse by page, section, heading, footnote, or endnote.	128
<b>Table of contents</b>	A list of the topics in a document, along with their page numbers.	124
<b>White space</b>	The space between the margins and the edge of the page.	114
<b>Word Count</b>	The command that counts the number of words, characters, and paragraphs in a document or selection of text.	116
<b>Zoom</b>	To view a document at a larger or smaller size.	115

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