



LESSON 6 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use the chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
Attachment	A file that is sent with an e-mail message.	183
Comment	A note that you can add to a document.	185
Data source	A file that contains the information for a mail merge.	197
Hyperlink	A link in a document to a Web page or to another document.	182
Hypertext Markup Language (HTML)	The code used to create Web pages.	195
Macro	A series of actions that you record and then replay to automate tasks.	202
Mail merge	The process that creates multiple copies of the same letter, envelope, or label and inserts personalized data.	197
Main document	The letter, envelope, or label document that is used in a mail merge.	198
Merge	To combine the two versions of the same document.	188
Merge field	Code in a mail merge main document that shows where data will be inserted.	198
Page orientation	Refers to whether a page is laid out vertically (Portrait) or horizontally (Landscape).	196
Text effect	An animation that you can add to selected text.	191
Theme	A collection of design elements, graphics, and colors that help items such as documents, presentations, and Web pages maintain a consistent image.	193
Track Changes	Feature that keeps track of the changes you make to a document.	184
Web browser	An application that displays Web pages.	193
Web page	One page on a Web site.	193
Web Page preview	The view that shows how a document will appear in a Web browser.	193

Tips and Tricks

The **Reviewing** pane shows all changes and comments made in Track Changes. It also displays the author, date, and time of each change or comment. To open the **Reviewing** pane, click the **Reviewing Pane** button on the **Reviewing** toolbar.

Copyright © by The McGraw-Hill Companies, Inc. All rights reserved.