

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
Brightness	How light or dark a graphic is.	207
Conditional formatting	A format that is applied only if the data meets certain criteria.	206
Contrast	The difference between the lighter and darker areas of a graphic.	208
Crop	To trim an edge of a graphic.	211
Custom number format	A number format designed by the user.	204
Legend	The part of a chart that indicates what each color or pattern represents.	213
Rotate	To turn a graphic clockwise or counterclockwise.	212
Scale	To change the size of a graphic to a certain percentage of its original size.	210
Sizing handle	A dot at the edge of a selected graphic that can be dragged to resize the graphic.	209

Tech Tip

A Clip Art picture cannot be rotated. To rotate a picture, you must convert it to a drawing object. Select the picture. Choose **Draw>Ungroup** and click **Yes**. Choose **Draw>Group** to group the parts as one object. You will then be able to rotate the graphic.

You Should Know

If you want to modify Clip Art so that it can be used as a background, open the **Format Picture** dialog box and select the **Picture** tab. Under **Image Control**, click the **Color** drop-down arrow and select **Washout**. This will automatically change the brightness and contrast of the Clip Art to a subtler look.