**Word, Chapter 5**

**Matching Answer Key**

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21. The **fill** is the interior space of an object.
22. A **drop** **cap** is a large capital letter at the beginning of a paragraph.
23. **Embedding** pulls an object into a document, where you can edit it without changing the source.
24. A **grid** is an underlying, but invisible, set of horizontal and vertical lines that determine the placement of major elements.
25. The **Text pane** is a special pane that opens up for entering text when a SmartArt diagram is selected
26. A **text box** is simply a graphic object that contains text.
27. **Reverse** is the technique that uses light text on a dark background.
28. A **pull** **quote** is a phrase or sentence taken from an article to emphasize a key point.
29. **WordArt** is a feature that creates decorative text for a document.
30. **Ungrouping** breaks a combined single object into individual objects.
31. **Linking** inserts an object from another program, but retains a connection to the original data.
32. The **Drawing Canvas** is a frame-like area that helps you keep parts of your drawing together.
33. A **sidebar** is supplementary text that appears on the side of the featured information.
34. **Layering** is the process of placing one shape on top of another.
35. **Object Linking and Embedding (OLE)** is a technology that enables you to insert objects into a document.
36. **Grouping** is the process of combining objects so they appear as a single object.
37. A **masthead** is the identifying information at the top of a newsletter or other periodical.
38. **SmartArt** is a visual representation of information that can be created to effectively communicate a message or idea in one of many existing and visually appealing layouts.
39. **PDF** stands for portable document format and was developed by Adobe Systems as a way to share information across platforms or without the necessary fonts or programs installed for the recipient to view the document. p. 356
40. **Desktop publishing** evolved through a combination of technologies, including faster computers, laser and inkjet printers, and sophisticated page composition software that enables users to manipulate text and graphics to produce a professional-looking document. p. 320