# **Key Term Matching Answer Key**

# **Exploring Microsoft Office Common Features, Chapter 1**

1. A productivity software suite including a set of software applications, each one specializing in a particular type of output.

**K. Microsoft Office**

1. The long bar located just beneath the title bar containing tabs, groups, and commands.

**O. Ribbon**

1. A custom programs or additional command that extend the functionality of a Microsoft Office program.

**B. Add-in**

1. A collection of design choices that includes colors, fonts, and special effects used to give a consistent look to a document, workbook, or presentation.

**T. Theme**

1. A data element or metadata that is added as a document property.

**Q. Tag**

1. A component of Office that provides a concise collection of commands related to an open file and includes save and print options.

**D. Backstage view**

1. A tool that displays near selected text that contains formatting commands.

**L. Mini toolbar**

1. Relational database software used to store data and convert it into information.

**A. Access**

1. A feature in a document that consists of one or more lines at the bottom of each page.

**G. Footer**

1. A predesigned file that incorporates formatting elements, such as a theme and layouts, and may include content that can be modified.

**S. Template**

1. A feature that enables you to search for help and information about a command or task you want to perform and will also present you with a shortcut directly to that command.

**R. Tell mebox**

1. A tool that copies all formatting from one area to another.

**F. Format Painter**

1. Stores up to 24 cut or copied selections for use later on in your computing session.

**C. Clipboard**

1. A task-oriented section of a ribbon tab that contains related commands.

**H. Group**

1. An online app used to store, access, and share files and folders.

**M. OneDrive**

1. Provides handy access to commonly executed tasks such as saving a file and undoing recent actions.

**N. Quick Access Toolbar**

1. The long bar at the bottom of the screen that houses the Zoom slider and various View buttons.

**P. Status bar**

1. The area of blank space that displays to the left, right, top, and bottom of a document or worksheet.

**J. Margin**

1. A technology used to store files and to work with programs that are stored in a central location on the Internet.

**E. Cloud storage**

1. A feature in a document that consists of one or more lines at the top of each page.

**I. Header**