# **Key Term Matching Answer Key**

# **Exploring Microsoft Office Word, Chapter 1**

1. Text or graphic that displays behind text.

**Q. Watermark**

1. A structural view of a document or presentation that can be collapsed or expanded as necessary.

**K. Outline view**

1. The feature that automatically moves words to the next line if they do not fit on the current line.

**T. Word wrap**

1. The feature that enables Word to recover a previous version of a document.

**C. AutoRecover**

1. The tool that checks for document readability by people with disabilities.

**A. Accessibility Checker**

1. A computer application, such as Microsoft Word, used primarily with text to create, edit, and format documents.

**S. Word processing software**

1. A view in which text reflows to screen-sized pages to make it easier to read.

**M. Read Mode**

1. The feature that saves documents automatically so they can be retrieved later.

**D. AutoSave**

1. The word processing application included in the Microsoft Office software suite.

**J. Microsoft Word**

1. A predesigned document that may include formats that can be modified.

**O. Template**

1. A view that closely resembles the way a document will look when printed.

**L. Print Layout view**

1. A character or graphic not normally included on a keyboard.

**N. Symbol**

1. A feature that checks for and removes certain hidden and personal information from a document.

**E. Document Inspector**

1. Information that displays at the top or bottom of each document page.

**H. Header or Footer**

1. A view that shows a great deal of document space, but no margins, headers, footers, or other special features.

**G. Draft view**

1. A blinking bar that indicates where text that you next type will appear.

**I. Insertion point**

1. A tool that enables you to find a synonym for a selected word.

**P. Thesaurus**

1. A feature that corrects standard misspellings and word errors as they are typed.

**B. AutoCorrect**

1. A view that displays a document as it would appear on a webpage.

**R. Web Layout view**

1. A data element that is saved with a document but does not appear in the document as it is shown onscreen or is printed.

**F. Document property**