**Key Term Matching Answer Key**

**Exploring Microsoft Word 2019, Chapter 6**

1. A predefined block of text for standardized content that can be placed in any document.

**C. Building block**

2. A feature that enables you to display two versions of the same document on the same screen.

**S. View Side by Side**

3. A feature that enables you to scroll through two documents at the same time using either of the two scroll bars.

**M. Synchronous scrolling**

4. A feature that evaluates the contents of two versions of a document side by side for a line-by-line comparison and presents a merged version with markup and tracked changes showing the differences.

**F. Compare**

5. A feature that integrates all changes from multiple authors or documents into one single document.

**E. Combine**

6. A way to compare two documents and to display the changes between the two documents.

**H. Legal blacklining**

7. A document that acts like a binder for managing smaller documents.

**I. Master document**

8. A smaller document that is a part of a master document.

**L. Subdocument**

9. A tool that is used to navigate through a document by viewing headings, viewing pages, and browsing search results.

**J. Navigation Pane**

10. A small picture displays below the search box that matches the search term in the Search for online templates search box.

**O. Template thumbnail**

11. A feature that provides an electronic marker for a specific location in a document.

**B. Bookmark**

12. A partially completed document containing preformatted text or graphics.

**N. Template**

13. A field or block of text used to determine the position of objects in a document.

**K. Placeholder**

14. A feature that displays a list of all the building blocks that are predefined in the templates stored in the current template location.

**D. Building Blocks Organizer**

15. A set of coordinating fonts, colors, and special effects, such as shadows or glows, that are combined into a package to provide a stylish appearance.

**G. Document theme**

16. A feature that represents coordinated colors for the current text and background, accents, and hyperlinks.

**P. Theme color**

17. A feature that contains a coordinating heading and body text font.

**R. Theme font**

18. A feature that includes lines or fill effects to incorporate into a document theme.

**Q. Theme effect**

19. A type of building block to store and find text or graphics that will be reused, such as a standard contract clause or a long distribution list.

**A. AutoText**