# **Key Term Matching Answer Key**

# **Exploring Microsoft Office Word, Chapter 3**

1. The position of a table between the left and right document margins.

**S. Table alignment**

1. A descriptive title for a table.

**D. Caption**

1. A document used in a mail merge process with standard information that you personalize with recipient information.

**G. Form letter**

1. A line that surrounds a Word table, cell, row, or column.

**B. Border**

1. A named collection of color, font, and border design that can be applied to a table.

**T. Table style**

6. A background color that displays behind text in a table, cell, row, or column.

**Q. Shading**

1. A combination of cell references, operators, and values used to perform a calculation.

**H. Formula**

1. The intersection of a column and row in a table.

**E. Cell**

1. A process that combines content from a main document and a data source.

**K. Mail Merge**

1. Contains the information that stays the same for all recipients in a mail merge.

**L. Main document**

1. An indicator that displays between rows or columns in a table, enabling you to insert one or more rows or columns.

**J. Insert control**

1. Organizes information in a series of rows and columns.

**R. Table**

13. A list of information that is merged with a main document during a mail merge procedure.

**F. Data source**

1. Determines the sequence by which operations are calculated in an expression.

**N. Order of operations**

1. Serves as a placeholder for the variable data that will be inserted into the main document during a mail merge procedure.

**M. Merge field**

1. A pre-built formula that simplifies creating a complex calculation.

**I. Function**

1. Feature that enables you to choose border formatting and click on any table border to apply the formatting.

**C. Border Painter**

1. A positional reference contained in parentheses within a function.

**A. Argument**

1. A group of related fields representing one entity, such as a person, place, or event.

**R. Record**

1. A series of adjacent cells.

**O. Range**