# **Key Term Matching Answer Key**

# **Exploring Microsoft Office Word, Chapter 5**

1. A phrase or sentence taken from an article to emphasize a key point.

**I. Pull quote**

2.  A process that brings an object or data from another application or file into a document, enabling the object to be edited without changing the source.

**C. Embed**

3. The process of placing one shape on top of another.

**E. Layer**

4. The identifying information at the top of a newsletter.

**G. Masthead**

5. A feature that creates a decorative text object that is especially useful for designing banners or headings.

**P. WordArt**

6. Supplementary text that appears in a box on the side of a document.

**K. Sidebar**

7. The process of combining objects so they appear as a single object.

**D. Group**

8. A process that brings an object or data from another application or file into a document, retaining a connection to the source data.

**F. Link**

1. A rectangular object that contains text and that can display in any location within a document; if text changes, the box dimensions automatically adjust to accommodate.

**M. Text box**

10. A very large capital letter at the beginning of a paragraph.

**B. Drop cap**

1. A process that divides a combined single object into individual objects that constitute it.

**O. Ungroup**

1. The feature that enables you to insert and link objects or information into different applications.

**H. Object Linking and Embedding (OLE)**

1. A pane that displays beside a SmartArt diagram, enabling you to enter text.

**N. Text pane**

1. A process that uses software, such as Word, to design commercial-quality printed material.

**A. Desktop publishing**

15. An object, such as a circle or an arrow, that you can use as visual enhancement in a document.

**J. Shape**

16. A visual representation of information that can be created to effectively communicate a list, process, or relationship.

**L. SmartArt**