Computer Business Applications

Unit 2 – Word Processing

Define the following terms in sentence format using your book or the Internet. On a separate page or the back of this page, write a sentence using each word. (You must handwrite definitions on this page. Sentences may be typed on the computer.)

1. Alignment
2. Ascending
3. Automatic Page Break
4. Borders
5. Bullets and Numbering
6. Clip Art
7. Columns
8. Copy and Paste
9. Cut and Paste
10. Descending
11. Desktop Publishing
12. Drag and Drop
13. Edit
14. Find and Replace
15. Font
16. Footer
17. Format
18. Graphic
19. Header
20. Indent
21. Landscape Orientation
22. Line Spacing
23. Manual Page Break
24. Margins
25. Point Size
26. Portrait Orientation
27. Print
28. Preview
29. Shading/Fill
30. Sort
31. Spell Check
32. Tab Stop
33. Table
34. Template
35. Thesaurus
36. View
37. Word Processing
38. Word Wrap
39. Wrap Text
40. Word/Text Art