***Microsoft word vocabulary***

Automatic save: a feature that automatically saves document changes in a temporary file at specific intervals

Auto correct: a feature that automatically corrects a misspelled word

Auto format: a feature that improves the appearance of the document by applying consistent formatting and styles based on default document templates or document templates you specify

Bullets:

A small graphic usually a round or square dot often used to identify items in a list

Cell: the basic unit of a table separated by gridlines

Dialog box: a box that displays the available command options for you to review a change

Document window: a rectangular portion of the screen in which you view and edit document

Edit: to add delete r change text and graphics

Font: a name given to a collection of characters with a specific design

Font size: refers to whether text appears as bold italicized or underlined or any combinations of these formats

Formatting tool bar: the bar that contains buttons and options for the most frequently used formatting commands

Graphics: a picture chart or drawing in a document

Hanging indent: a paragraph format in which the first line of a paragraph starts farther left than the subsequent lines

Undo: the ability to reverse previous actions or changes usually editing of formatting actions

Line spacing: the height of a line of text including extra spacing

Screen tip: when you move the pointer over a button the name of the button is displayed and a brief description of its function appears in the status bar

Status bar: this bar is located at the bottom of the word window it displays the current page number and section number the total number of pages in the document and the insertion point