

Word Processing Keywords

Open: Word 2016

SAVE AS: Word Processing Keywords Your Name

- Save As to your Personal Folder

Type the Keyword & definition of the keyword.

- **BOLD & UNDERLINE** the Keywords
- Use the internet to find the definitions for the following Keywords. {FYI – type in the google search bar ... definition of ... (whatever keyword you are searching for)}

EXAMPLE:

Group #2 Keywords:

Underline – draw a line under (a word or phrase) to give emphasis or indicate special type

Word processing – the production, storage, and manipulation of text on a computer or word processor.

Group #2

Keywords:

proofread
collaborative
bullets
semi-colon
review tab
spelling
en dash
typo
word processing
ribbon toolbar
subject
conjunction
documents
em dash
punctuation
verb
comma splice
sentence fragment
comma
grammar
Autocorrect