

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 #3 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 #3

Keywords:

columns
documents
alignment
visual contrast
Tab Stops
word processing
images
flyer
Picture Icon
picture size
fonts
design
Insert tab
tabs
table of contents
ribbon toolbar
communication
collaborative
Text Wrap
serifs
Justification
tables