

# 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 #4** 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 #4

#### Keywords:

indents  
visual contrast  
portrait orientation  
alignment  
borders  
communication  
aesthetics  
page layout  
collaborative  
spacing  
word processing  
margins  
graphic design  
color  
documents  
landscape orientation  
ribbon toolbar