

# 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 #5** 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 #5

#### Keywords:

citation  
formatting  
bibliography  
documents  
footers  
ribbon toolbar  
works cited  
MLS format  
readability  
essay  
endnotes  
design  
page breaks  
footnotes  
word processing  
spacing  
headers  
References tab  
plagiarism