

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 #6 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 #6

Keywords:

word processing
original work
interpret
information
generate ideas
make decisions
digital environment
group expression
media
technology
systems
apply existing
knowledge
technology
concepts
draw conclusions
publish
individual
expression
create original
works
collaborate
technology
operations