

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 #7 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 #7

Keywords:

problem solving
decision making
perspective
diverse perspectives
multiple processes
solutions
finding solutions
alternative solutions