



Unit 5.8: Word Processing with Microsoft Word / Google Docs

- **Attributing:** Saying where a piece of writing or photograph came from and giving the 'owner' credit.
- **Bulleted lists:** A list with bullet points, used when the items do not have an order.
- **Breaks:** A marker tool used to organise the flow of your pages by restarting text on the next page or starting a new section with a new format.
- **Caps Lock:** A button on the computer keyboard which changes the letters to upper case (capital letters).
- **Captions:** Text under an image to provide more information about what is shown.
- **Column (table):** A collection of cells aligned vertically (downwards) in a table.
- **Columns (newspaper):** They divide the page vertically into two or more boxes of text which are read downwards before moving across to the next.
- **Copy and Paste:** A way of transferring words or images from one location to another.
- **Copyright:** When an image, logo or idea has a legal right to not be copied or used without the owner's permission.
- **Creative Commons:** Images where the copyright holder, often the creator, has given permission for the image to be used as long as the creator is attributed.
- **Cropping:** Removing the unwanted outer areas from an image.
- **Cursor:** The flashing vertical line that shows your place in a document.
- **Distributing Columns:** A quick way to make all the columns on a table the same width.
- **Document:** A type of file which shows written information and/or images and sometimes charts and tables.
- **Drop Capitals:** A large capital letter used decoratively at the beginning of a section of text.
- **Editor Options:** The editing options that someone can take with a document when it has been shared with them. (Google Docs only)
- **Font:** A set of type which shows words and numbers in a particular style and size.
- **Front Screen:** The screen which first opens on launch. It gives access to the different actions a user can take.

- **Grammar check:** A software tool used for spotting and correcting grammar mistakes.
- **Hyperlink:** A clickable link from a document to another location, often a webpage.
- **Image Editing:** The act of altering or changing an image to improve the effect.
- **Image Transparency:** Changing the transparency provides the ability to make an image 'see through'.
- **Merge Cells:** A tool you can use when making a table to join cells which are next to each other in columns or rows.
- **Numbered lists:** A list with numbers, used when the items are in a specific order.
- **Page Orientation:** The direction that the rectangular page is viewed. Portrait means longer side going upwards, Landscape means the longer side going sideways.
- **Readability:** How easy and pleasant it is to read and understand a document.
- **Row:** A collection of cells aligned horizontally (side to side) in a table.
- **Selecting/highlighting:** Clicking on the text you wish to edit.
- **Sharing:** The ability to share a document with someone else via a link over email.
- **Spell check:** A software tool used for spotting and correcting spelling mistakes.
- **Styles:** In-built combinations of formatting characteristics e.g. font style and size, which you can apply to any text in your document.
- **Template:** A ready-made outline of a document you might want to adapt, such as a letter or certificate.
- **Text Box:** A box which can be added to your document that lets you type text anywhere in your file.
- **Text Formatting:** When you change the format of text on a page, including the font and the size and whether it is bold, underlined or in italics.
- **Text Wrapping:** A feature which helps you place and position an image neatly on a page or within a paragraph of text.
- **Word Art:** A way to treat text as a graphic so that you can add special effects to text.
- **Word Processing Tool:** A program which allows you to write, edit and print different documents.
- **Zoom:** You can zoom in to get a close-up view of a document or zoom out to see more of the page.