**Word 2013 Unit C**

**VOCABULARY**

*Directions:* Please complete the vocabulary by finding the definition for each word as you read and typing the definition next to the word. Make sure you check your spelling. You may use the glossary if you want but the reading will give you more understanding and is still required.

1. Font – (50)
2. Font size – (50)
3. Point – (50)
4. Drop cap – (51)
5. Bold – (52)
6. Italic – (52)
7. Format Painter – (52)
8. Scale – (52)
9. Style – (55)
10. Quick styles - (55)
11. Alignments:
    1. Right-align – (56)
    2. Left-align – (56)
    3. Center – (56)
    4. Justify – (56)
12. Themes – (57)
13. Tab stops – (58)
14. Tab leaders – (58)
15. Types of tabs:
    1. Left – (59)
    2. Center - (59)
    3. Right - (59)
    4. Decimal - (59)
    5. Bar - (59)
16. Indent – (60)
17. Indent markers – (60)
18. Text effects – (60)
19. WordArt – (60)
20. Clear All Formatting button – (60)
21. Indent types:
    1. Left – (61)
    2. Right – (61)
    3. First line – (61)
    4. Hanging – (61)
    5. Negative (or Outdent) – (61)
22. Bullet – (62)
23. Multilevel list – (62)
24. Borders – (64)
25. Shading – (64)
26. Highlighting – (65)
27. Clip art – (66)
28. Sizing handles – (66)
29. Inline graphic (66)
30. Floating graphic – (66)