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| **Term** | **Definition** |
|  | A program that helps people enter and manage text. |
|  | makes a copy, on a disk or the hard drive, of a document that is in main memory |
|  | retrieves a document that has been saved on a disk or the hard disk drive |
|  | to make changes to the content of a document |
|  | to specify how text will appear in a document |
|  | to copy a document to pages of paper using a printer (hard copy) |
|  | place in a computer’s memory where text has been cut out of or copied from a document that is stored |
|  | a feature in a word processor program that automatically moves the word that you are typing to the beginning of a new line if it will extend past the end of the current line |
|  | to remove a section of text from a document and place it on the clipboard |
|  | to make an exact copy of a section of text in a document on the clipboard. (Text is not removed from the document.) |
|  | to copy text from the clipboard to a specified position in a document. |
|  | to align text with the left-hand, right-hand, or both margins of a page |
|  | text is aligned with the left-hand margin |
|  | text is aligned with the right-hand margin |
|  | text is aligned with both margins |
|  | to place text on a page the same distance from the left-hand and right-hand margins. (Horizontal) |
|  | (tab key) to space a line or paragraph a certain number of spaces from the left-hand or right-hand margins. |
|  | to insert a blank line between each line of text in a document or a section of a document |
|  | the combination of typeface, size, and style of text |
|  | the kind of letters used to print a document |
|  | unit used to measure the size of text characters. A point is about 1/72 of an inch. |
|  | usually refers to one of three styles to print text: boldface, underlined, or italic. |