***A picture containing text, clock

Description automatically generated***

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**Terms and Definitions**

Chapter 8 Word Processors

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# Chapter 8 Word Processors

| **Term** | **Definition** |
| --- | --- |
| Find and Replace | A pair of powerful features thatlets you find and highlight all occurrences of a particular word or phrase within a document |
| Font | Text characters of a particular shape, style, and size |
| Footer | A text region at the bottom of the page which is reserved for content such as the name of the document, chapter heading, or page number |
| Footnote | A small text reference that appears at the bottom of a page; it usually references to specific content on a page and is labeled with a number |
| Header | A text region at the top of the page which is reserved for content such as the name of the document, chapter heading, or page number |
| Indentation | The space between the margin and the beginning of text |
| Keyboard Shortcut | Key combinations that give immediate access to specific functions in a computer program |
| Mail Merge | The ability of word processors to create identical documents personalized for each recipient, and to automatically email them to each recipient if needed |
| Page layout | The arrangement of margins, content, and orientation of the page in a digital document |
| Spelling and Grammar | This feature analyzes your document and gives suggestions for spelling, grammar, and stylistic issues |
| Styles | Styles are combinations of formatting features that can be applied to text to instantly change its appearance |
| Table of Contents | A list of chapters or other type of content sections included within a document; it typically appears near the beginning of a document and can be based on the headings listed throughout the document |
| Template | A document that has preconfigured styles and other content elements; these elements can include formatting, styles, text, and graphics for specialized purposes such as a job resume or business letter |
| Word Processor | An application program which can create, open, print, and update documents with text editing features that are designed to enhance text or other supported media within the document; examples include Microsoft Word and Google Docs |