

# Word Tutorial 4 Key Terms

Name: \_\_\_\_\_

Match the words in the first column to the best available answer in the second column.

- |                               |                                                                                       |
|-------------------------------|---------------------------------------------------------------------------------------|
| _____ WordArt                 | 1) feature that allows you to create specifically formatted text                      |
| _____ inline graphic          | 2) when a page is divided into two or more vertical blocks or columns                 |
| _____ floating graphic        | 3) a box in which you can type text                                                   |
| _____ newspaper-style columns | 4) a graphic that is anchored to a specific paragraph                                 |
| _____ graphic                 | 5) cutting off one or more edges of a graphic                                         |
| _____ clip art                | 6) pre-made images                                                                    |
| _____ text box                | 7) a large capital letter that begins the text of a paragraph                         |
| _____ scaling                 | 8) refers to a drawing-photograph-clip art-or chart                                   |
| _____ crop                    | 9) changing the size of a graphic to make it fit into a document                      |
| _____ drop cap                | 10) making columns equal length is called this                                        |
| _____ balancing               | 11) a graphic that is located in a specific position in a specific line of a document |