

TERMS TO KNOW



Object:

This term describes any non-text item you insert into a file. For example a piece of clip art or other graphic is an object that you can select, format, and move.

Text Box:

Text boxes are used in Word to create rectangular boxes that contain text and/or pictures and can be positioned anywhere on a page. Other text in a document is forced to flow around the text box.

Gradient:

Gradually shaded color. It can be two, three, or preset colors.

Sizing Handles:

Sizing handles are the eight small, black squares that appear at each corner and along the sides of a selected graphic. Dragging a sizing handle resizes the graphic. These boxes are used for modifying the height and width of graphics objects.

Group and Ungroup:

Sometimes you will create shapes that you will want to keep together.

To do this:

1. Hold down the Shift Key.
2. Select the objects you want to group by clicking on them.
3. Click Group.

Page Break:

- ✓ Control + Enter
- ✓ Insert | Break | Page Break

Insert a File

- ✓ Insert | File
 - Locate the file and click OK