**Key Term Matching Answer Key**

**Exploring Microsoft Word 2019, Chapter 2**

1. A feature that modifies text to include special effects, such as color, shadow, gradient, and 3-D appearance.

**T. WordArt**

2. A series of faint dots on the outside border of a selected object; enables the user to adjust the height and width of the object.

**N. Sizing handle**

3. A list of points that is not sequential.

**C. Bulleted list**

4. An item, such as a picture or text box, that can be individually selected and manipulated.

**K. Object**

5. A unified set of design elements, including font style, color, and special effects, that is applied to an entire document.

**E. Document theme**

6. A typeface or complete set of characters.

**G. Font**

7. A named collection of formatting characteristics that can be applied to characters or paragraphs.

**O. Style**

8. A mark that indicates the location to indent only the first line in a paragraph.

**F. First line indent**

9. The horizontal or vertical green bar that displays as you move an object, assisting with lining up an object.

**A. Alignment guide**

10. A combination of title, heading, and paragraph styles that can be used to format all of those elements at one time.

**P. Style set**

11. A format that separates document text into side-by-side vertical blocks, often used in newsletters.

**D. Column**

12. Lines that display at the top, bottom, left, or right of a paragraph, a page, a table, or an image.

**B. Border**

13. The amount of space before or after a paragraph.

**L. Paragraph spacing**

14. An Office feature that provides a preview of the results of a selection when you point to it.

**J. Live Preview**

15. The vertical space between the lines in a paragraph.

**I. Line Spacing**

16. An indicator that divides a document into parts, enabling different formatting in each section.

**M. Section break**

17. A boxed object that can be bordered and shaded, providing space for text.

**R. Text box**

18. A marker on the horizontal ruler specifying the location where the insertion point stops after Tab is pressed to align text in a document.

**Q. Tab stop**

19. An icon located at the left side of the ruler that enables you to set a left indent, a hanging indent, or a first line indent.

**S. Three-part indent marker**

20. The first line of a paragraph begins at the left margin, but all other lines in the source are indented.

**H. Hanging indent**