

8th Grade --Word Processing Vocabulary--

Know the following words.

1. **Word Processing**--a computerized method of writing, editing, saving, and printing text
2. **Character**--any letter, number, or symbol typed on the keyboard
3. **Word Wrap**--letting the computer decide where to end each line (typing text without pushing return at the end of each line)
4. **Document**--anything produced on a word processing program
5. **Cursor**--a highlighted mark (sometimes blinking) on the screen that indicates the user's location
6. **Arrow Keys**--keys used in place of the mouse to move the cursor to a new location
7. **Special Function Keys**--keys that carry out specific things (Ex: Shift keys, Return keys, Caps Lock key)
8. **Command Keys**--Used in conjunction with another key to carry out an operation
9. **Menu Bar**--The line at the top of the screen that gives you your different choices
10. **Title Bar**--The line near the top of the screen that gives the name of your file
11. **Font**--style of writing
12. **Scroll**--to move text up and down and left and right on the screen
13. **Edit**--to make changes to a document
14. **Insert**--to add new text into already existing text
15. **Delete**--to remove or erase
16. **Text**--another name for alphabetical data that was entered
17. **Data**--information entered into the computer
18. **Cut and Paste**--to highlight text and move it to another location
19. **Copy and Paste**--to highlight text, leave it where it is, and also put a copy of it in another location
20. **Softcopy**--output from a computer that you can see or hear, but can not touch—
(Ex: output from a monitor or speaker)
21. **Hardcopy**--output from a printer that you can touch--(Ex: output from a printer or plotter)
22. **Printout**--output from a printer
23. **Icons**--pictures or symbols that represent work (files or programs) behind them