

Name _____

Date _____

**8th Grade Computers:
Word Vocabulary Test**

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|----------------------|--------------------------|-------------------------|
| A. Clipboard | I. Headers | Q. Portrait Orientation |
| B. Default | J. I-Beam | R. Print Layout View |
| C. Drag-and-Drop | K. Insert Mode | S. Scroll |
| D. First-Line Indent | L. Landscape Orientation | T. Select |
| E. Fonts | M. Link | U. Soft Page Break |
| F. Footers | N. Normal View | V. Toggle |
| G. Hanging Indent | O. Overtyping Mode | W. Word Wrap |
| H. Hard Page Break | P. Points | |

DIRECTIONS: Match the word above to its correct definition below. Place the letter of the correct term in the space provided.

- _____ 1. In this default mode, new text is inserted between existing characters
- _____ 2. A unit of measure for fonts (One inch equals approximately 72 points)
- _____ 3. Text automatically moves to the next line when it reaches the right margin
- _____ 4. Text and/or graphics appearing at the bottom of each page in a document
- _____ 5. Connections in a hypertext document that allows you to jump to another section of the same document, to another document on the World Wide Web, to a Help Screen, or to a web site
- _____ 6. The display of a document where the display shows the document as it will look when it is printed
- _____ 7. Only the first line of the paragraph is indented
- _____ 8. Page breaks that Word automatically formats as needed when text reaches the bottom margin
- _____ 9. A manual page break
- _____ 10. The display of a document in a simple layout
- _____ 11. Move through the pages of a document on the screen without repositioning the insertion point
- _____ 12. A temporary storage area for text that is to be cut or copied and then pasted to another location
- _____ 13. Identify text for editing and formatting
- _____ 14. Text and/or graphics appearing at the top of each page in a document
- _____ 15. The document prints with the short edge of the page at the top
- _____ 16. Turn an option on and off using the same procedure

- _____ 17. A setting used unless another option is chosen
- _____ 18. In this mode, new text replaces existing characters
- _____ 19. The document prints with the long edge of the page at the top
- _____ 20. When positioned on the text, the mouse pointer becomes an I-shaped pointer
- _____ 21. Drag the mouse to move or copy selected text to a new location
- _____ 22. In a paragraph, all lines, but the first "hang" (are indented) to the right of the first line
- _____ 23. The general shape and style of a set of characters