



Key Terms Word Lesson 2

- **Clipboard (system Clipboard):** Temporary storage place in the computer's memory (WD 34).
- **Copy:** When you copy selected text, it remains in its original location and a copy of it is placed on the Clipboard (WD 34).
- **Cut:** When you cut selected text, it is removed from the document and placed on the Clipboard (WD 34).
- **Drag:** To select text with the mouse, position the I-beam pointer to the left of the first character of the text you want to select. Hold down the left button on the mouse, drag the pointer to the end of the text you want to select, and release the button. This is called dragging (WD 25).
- **Drag-and-drop:** The easiest way to move text is to select it, position the pointer on top of the selected text, and then drag the selected text to the new location (WD 32).
- **Find:** Using the Find command, you can quickly search a document for every occurrence of a specific word or phrase you type in the Find what box (WD 38).
- **Format:** The appearance of text (WD 34).
- **Go To:** Allows you to jump to a specific part of a document (WD 42).
- **Office Clipboard:** A special clipboard on which you can collect up to 24 selections (WD 36).
- **Paste:** Once you have placed text on the Clipboard, you can then paste into the document whatever is stored on the Clipboard (WD 34).
- **Paste Options:** When you use the Paste command, the Paste Options button appears below and to the right of the pasted text. This button offers you a variety of formatting options (WD 34).
- **Quick Style:** Settings that affect the way text looks in the document and that you can apply by clicking a button on the Ribbon (WD 29).
- **Redo:** The Redo command reverses an Undo action (WD 31).
- **Repeat:** Repeats the most recent action (WD 31).
- **Replace:** Allows you to replace a word or phrase in the Find what box with another word or phrase you key in the Replace with box (WD 40).
- **Select:** To select text means to highlight a block of text (WD 25).
- **Show/Hide ¶:** Command allows you to see these hidden formatting marks (WD 26).
- **Toggle:** Switching between two options using the keyboard (WD 27).
- **Undo:** Reverses recent actions (WD 30).
- **Wildcards:** Special characters that represent other characters (WD 39).