

# Word Processing Vocabulary

Alignment:	The horizontal position of text such as left, center, or right
Clip Art:	Previously-created, copyright-free, generic illustrations easily placed in documents.
Font:	The style and appearance of text
Footer:	Information that appears at the bottom of every page
Header:	Information that appears at the top of every page
Home Keys:	Where your fingers rest on the keyboard to reach the other keys.
Landscape:	A page with this orientation is wider than it is tall.
Line Spacing:	Used to adjust the blank space between lines of type.
Margin:	Blank space around the edges of a document
Portrait:	A page with this type of orientation -- typical for letters, memos, and other text documents -- is taller than it is wide.
Sans Serif:	Fonts without decorative strokes, such as Arial.
Serif:	A small decorative line added as embellishment to the basic form or main strokes of an alphabetical letter, such as the font, Times New Roman.
Word Wrap:	Automatic movement of text from the end of one line to the beginning of the next.
White Space:	Blank areas of the page; good design requires deliberate use of it.
WYSIWYG:	What You See Is What You Get. The display screen matches the finished product or printed document.