



## Lesson 7: Getting Started with Word Application

### Definitions of Key Words

- **Default settings:** Preset options or variables automatically in effect when the document is created. (Mod2-28)
- **Normal.dotm template:** A file containing default styles and customizations that determine the structure and page layout of a document. (Mod2-28)
- **Toggle:** To alternate between the off and on states by repeating a procedure, such as clicking a button. (Mod2-36)
- **Word wrap:** A feature of Word that automatically wraps text to the next line when it extends beyond the right margin. (Mod2-31)