

Lesson 6: Microsoft Office Applications

Definitions of Key Words

- **Application window:** Serves as the primary interface between the user and the application. (Mod2-6)
- **Dialog Box Launcher:** A small arrow that appears in the lower-right corner of some groups, and when clicked, a dialog box will open with even more options. (Mod2-9)
- **Document window:** The area where you enter new text and data or change existing text and data. (Mod2-6)
- **File:** A collection of information saved as a unit. (Mod2-13)
- **File compatibility:** The ability to open and work with files without a format conflict. (Mod2-17)
- **File extension:** Three or four characters at the end of a file that identify the type of file. (Mod2-14)
- **Folders:** Containers used to organize the documents into manageable groups on a designated storage device. (Mod2-14)
- **I-beam:** The shape of the mouse pointer when positioned within a document window. (Mod2-7)
- **Insertion point:** A blinking vertical line that indicates the location in the document where the new text and data will be entered. (Mod2-7)
- **Open a document:** To load a file into an application. (Mod2-13)
- **Path:** The route the operating system uses to locate a document. (Mod2-142)
- **Ribbon:** The blue banner that stretches across the top of the screen, just below the title bar. (Mod2-8)
- **Save a document:** To store a document on a disk or other storage medium. (Mod2-17)
- **ScreenTip:** A small window with the name of the command and a description of the command that appears when you position the mouse pointer over a button but do not click. (Mod2-9)
- **Scroll:** When you move through a document on the screen without changing the location of the insertion point. (Mod2-7)