Template- similar to a form of prewritten text

Resume- Continues the open applications

Cover letter- enables you to elaborate on positive points on your resume

Graphics –files containing graphic images

Clip art- predefining graphic

Clip Organizer- Organize the clip art in folders

Tab Stop- location of the horizontal ruler

Tab character- formatting marks appears in the empty space between the tabs stops

Border- A solid line at any edge of a paragraph

Clear formatting- returning the formatting of the normal style

Date line- consists of month, day, and year is positioned two to six lines below the letterhead

Message- Begin two lines below the salutation within the message, paragraphs

Building blocks- and then use the stored building block entry in the open document

No breaking space- is a special space character that prevents two words

No breaking hyphen- special type of hyphen that prevents two words separated by a hyphen from splitting at end of a line

Dimension- total number of columns and rows required

Content control- contains instructions for spots

Office Clipboard- is a temporary storage area that holds up to 24 items

Source document- the beginning of a document

Destination document- the ending of a document

Sorting- Ordering characters

HTML- Word converts the contents of the document

Single file Web page format- saves all of the components of the web page in a single file that has a .mht

Web Page format- saves of the components of the web page in a folder

Filtered Web Page format- saves the film in web page format and the n reduces the size of the file