

# Word Processing I

## Study Guide

- Addressing Special Individuals
- Ascending vs. descending
- AutoComplete
- Borders
- Bulleted Lists
- Bullets
- Capitalization
- Clipboard
- Column Breaks
- Compound Words
- Correct Number Usage
- Correct Word Usage
- Data Source
- Delete vs. Backspace
- Drop Caps
- Format Painter
- Kerning vs. Leading
- Keyboard Shortcuts
- Letter Parts
- Memo Format
- Nonbreaking Space
- Outline View
- Paragraphs
- Parts of Word Window
- Punctuation
- Serif vs. San Serif
- Small Caps
- Special Letter Parts
- Spelling
- Styles
- Superscript
- Tables
- Textboxes
- Types of Alignment
- Types of Borders
- Types of Cells
- Types of Cursors
- Types of Page Breaks
- Types of Tabs
- Types of Views
- Vertically Align Text
- Word Division
- Word Processing Features
- Word Window