

# [Microsoft word 2013 – lesson 5 vocabulary](https://assignbuster.com/microsoft-word-2013-lesson-5-vocabulary/)

Computer's clockthe clock / calendar built into your computer's main processor to keep track of the current date and timeDelivery addressa recipient's address printed on the outside of an envelope ONMICROSOFT WORD 2013 – LESSON 5 VOCABULARY SPECIFICALLY FOR YOUFOR ONLY$13. 90/PAGEOrder NowFielda placeholder for data that might changeFull blocka style of letter in which all lines start flush with the left margin, without indentsIndenta temporary left and / or right margin for lines or paragraphsInside addressthe recipient's address typed in the letter above the salutationModified blocka style of letter in which some lines start at the center of the pageReturn addressthe writer's address, typically appearing at the very top of the letter as well as in the upper-left corner of an envelopeSalutationthe line at the start of a letter including the greeting and the recipient's name, such as Dear Mr. DowTabthe measurement of the space the insertion point advances when you press the Tab keyTab leadera series of characters inserted along the line between the location of the insertion point when you press the Tab key and the tab stopTab stopthe location on a horizontal line to which the insertion point advances when you press the Tab keyWatermarka pale or semitransparent graphics object positioned behind text in a document