

Microsoft word 2013 – lesson 5 vocabulary



**ASSIGN
BUSTER**

Computer's clock the clock / calendar built into your computer's main processor to keep track of the current date and time Delivery address a recipient's address printed on the outside of an envelope ON MICROSOFT WORD 2013 – LESSON 5 VOCABULARY SPECIFICALLY FOR YOU FOR ONLY \$13.90/PAGE Order Now Field a placeholder for data that might change Full block a style of letter in which all lines start flush with the left margin, without indents Indent a temporary left and / or right margin for lines or paragraphs Inside address the recipient's address typed in the letter above the salutation Modified block a style of letter in which some lines start at the center of the page Return address the writer's address, typically appearing at the very top of the letter as well as in the upper-left corner of an envelope Salutation the line at the start of a letter including the greeting and the recipient's name, such as Dear Mr. Dow Tab the measurement of the space the insertion point advances when you press the Tab key Tab leader a series of characters inserted along the line between the location of the insertion point when you press the Tab key and the tab stop Tab stop the location on a horizontal line to which the insertion point advances when you press the Tab key Watermark a pale or semitransparent graphics object positioned behind text in a document