

Name _____ HR _____

Innovation Lab Google Docs Vocabulary

- 1) **Google Docs** - a word processing program that includes tools for entering and formatting text and graphics
- 2) **4 Paragraph Alignment** - left, center, right, and justify
- 3) **basic formatting** - bold, italics, underline, font size, font color, highlight, etc.
- 4) **bulleted list** - a list with small characters or symbols before the items to add emphasis
- 5) **clipboard** - invisible tool that store items that have been copied or cut for pasting
- 6) **collaboration option** - located top right of Google Docs is the "Share" button that allows you to work with others on the same document
- 7) **copy** - to duplicate an item and place it on the clipboard
- 8) **cut** - to remove an item from a document and place it on the clipboard
- 9) **define** - an option when a word is highlighted and right-clicked to help you find out what it means
- 10) **single click** - click once to place the cursor in the document
- 11) **double click** - click twice in a row to select and highlight a word
- 12) **triple click** - click three times in a row to highlight and select a paragraph or heading
- 13) **font** - a complete set of characters (letters, numbers, and symbols) with the same design
- 14) **font size** - the size of characters (letters, numbers, and symbols) measured in points
- 15) **footer** - text or graphics that appear in the bottom margin of every page
- 16) **formatting images** - being able to crop (reduce size) of an image



- 17) **Google Docs command for saving a file** - there is NO "Save" command. Docs actually saves as you work.
- 18) **header** - text or graphics that appear in the top margin of every page
- 19) **image** - a picture from an uploaded clipart file or the Internet
- 20) **indent** - the space between the margin and the edge of a line of text/paragraph
- 21) **insert tab** - menu for inserting images, links, and tables
- 22) **link** - a Google Docs hyperlink that opens a web page or jumps you to another location in the document
- 23) **margins** - empty areas between the edge of the paper and the edge of the text
- 24) **menu bar** - located at the top of the document under the title; contains File, Edit, View, Insert, Format, Tools, etc.
- 25) **page orientation** - page is positioned in either **portrait** (vertical position) or **landscape** (horizontal position)
- 26) **paste** - to insert items into a document stored on the clipboard
- 27) **tool bar** - located under the menu bar giving you shortcuts to document
- 28) **word count** - a running count of the number of words in your document