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Briana Partida Lesson 2 Basic Editing

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| **1.** A feature that replaces symbols, commonly misspelled words, and abbreviations with specific text stings. | **A.** Go To |
| **2.** A command in word that removes selected text from the original location and place the deleted text in the Clipboard collection. | **B.** Paste |
| **3.** A storage area that temporarily stores the items for a user to paste in another location of the document. | **C.** Clipboard |
| **4.** Hidden information such as personal data is added to the document, such as, creator of the document, company name, and keywords. | **D.** Cut |
| **5.** A command in word that places a duplicate copy of selected text in the clipboard. | **E.** Wildcard |
| **6.** A tool that appears in the left side of the window when you select its command in the show command group. | **F.** Thumbnails |
| **7.** Characters to find words or phrases that contain specific letters or combination of letters. | **G.** Document Properties |
| **8.** A command that enables users to replace one word or phrase with another. | **H.** Autocorrect |
| **9.** Changes the page layout of the document and hides the ribbons. Some editing tools are available. | **I.** Navigation Pane |
| **10.** Tiny images of the document pages. | **J.** Copy |
| **11.** A command in the scroll box that enables users to browse by field, endnote, footnote, comment, section, page, edits, headings, graphics, or tables. | **K.** Replace |
| **12.** A command that pastes text from the clipboard to a new location in the original document or new document. | **L.** Read Mode |
| **13.** A function that allows a user to zoom in on objects such as tables, charts, or images while in read mode. | **M.** Object Zoom |