



## LESSON 3 Key Terms

Knowing these terms will help you complete the exercises in this lesson. Use this chart as a study guide when you review the lesson.

Key Term	Definition	Page Number
<b>AutoCorrect</b>	A Word tool that automatically corrects common spelling errors.	92
<b>AutoText</b>	Text that can be inserted through the menu or a keyboard shortcut.	91
<b>Business letter</b>	A formal letter written by a company or an individual on a business-related subject.	77
<b>Clipboard</b>	Place where cut or copied text is stored for future use.	80
<b>Copy</b>	To select and reproduce text somewhere else in a document or application.	81
<b>Cut</b>	To select and remove text, usually for the purpose of pasting somewhere else in a document or application.	80
<b>Drag</b>	To move text by selecting it, holding down the mouse button, and moving the mouse.	82
<b>Paste</b>	To place previously cut or copied text into a document.	80
<b>Research task pane</b>	A task pane that allows you to look up information while you are using Word.	86
<b>Special character</b>	A character such as a trademark sign that does not appear on the keyboard but can be inserted using the Symbol dialog box.	83
<b>Symbol</b>	A character such as a monetary symbol that does not appear on the keyboard but can be inserted using the Symbol dialog box.	83
<b>Thesaurus</b>	A collection of words and their synonyms, similar to a dictionary.	84

### Tech Tip

When you are offline and use the **Research task pane**, the only information available is information on your own computer. You need an Internet connection to take full advantage of the **Research** tool.

### Tips and Tricks

You can also press **SHIFT** + **F7** to use the Thesaurus.