

1.08 Key Terms

caption	A few descriptive words providing readers with information regarding a figure, table, or equation.
cell	An intersection between a column and row.
clip art	A collection of media files available to insert in Microsoft Office documents that can include illustrations, photographs, video, or audio content.
compress	Reduces the size of an object.
crop	The process of trimming the horizontal or vertical edges of a picture to get rid of unwanted areas.
drawing canvas	Is a frame-like boundary that keeps multiple drawing objects together.
embedded object	A picture or other object inserted into a document that becomes part of the document. Compare to <i>linked object</i> .
floating object	An image or other object positioned precisely on the page, allowing the text to wrap around it in one of several available formats. Compare to <i>inline object</i> .
inline object	An image or other object that moves along with the text that surrounds it. Compare to <i>floating object</i> .
label	A descriptive name in a worksheet.
linked object	A picture or other object inserted into a document by creating a connection between the document and picture file but not combining them in the same file. Compare to <i>embedded object</i> .
resetting	Discards all the formatting changes that you made to a picture, including changes to contrast, color, brightness, and style.
scale	The process of increasing or decreasing an original picture's height and width by the same percentage.
Screen Clippings	An image capture of only a part of your computer screen that you have selected.
screenshot	An image capture of the entire current display on your computer screen.
shapes	Figures such as lines, rectangles, block arrows, equation shapes, flowcharts, stars and banners, and callouts that you can add to your document or drawing campus.
Smart Art graphics	Graphical illustrations available within Word from a list of various categories, including List diagrams, Process diagrams, Cycle diagrams, Hierarchy diagrams, Relationship diagram, Matrix diagrams, and Pyramid diagrams.
WordArt	A feature within Microsoft Word that creates decorative effects with a string of text.