

## 1.08 Key Terms

<b>caption</b>	A few descriptive words providing readers with information regarding a figure, table, or equation.
<b>cell</b>	An intersection between a column and row.
<b>clip art</b>	A collection of media files available to insert in Microsoft Office documents that can include illustrations, photographs, video, or audio content.
<b>compress</b>	Reduces the size of an object.
<b>crop</b>	The process of trimming the horizontal or vertical edges of a picture to get rid of unwanted areas.
<b>drawing canvas</b>	Is a frame-like boundary that keeps multiple drawing objects together.
<b>embedded object</b>	A picture or other object inserted into a document that becomes part of the document. Compare to <i>linked object</i> .
<b>floating object</b>	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> .
<b>inline object</b>	An image or other object that moves along with the text that surrounds it. Compare to <i>floating object</i> .
<b>label</b>	A descriptive name in a worksheet.
<b>linked object</b>	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> .
<b>resetting</b>	Discards all the formatting changes that you made to a picture, including changes to contrast, color, brightness, and style.
<b>scale</b>	The process of increasing or decreasing an original picture's height and width by the same percentage.
<b>Screen Clippings</b>	An image capture of only a part of your computer screen that you have selected.
<b>screenshot</b>	An image capture of the entire current display on your computer screen.
<b>shapes</b>	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.
<b>Smart Art graphics</b>	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.
<b>WordArt</b>	A feature within Microsoft Word that creates decorative effects with a string of text.