

Creating a Letterhead Using Microsoft Word

Vocabulary Key

Define these terms, using a textbook, an Internet resource, or Microsoft Word Help:

1. Contrast a striking difference
2. Repetition repeating
3. Alignment arrangement in a straight line
4. Proximity nearness
5. White space area among text and images with no content (As a hole is defined by its surroundings, white space is defined by a document's content. With no content, you have a blank document, not white space.)
6. Type face A named font design, such as Times New Roman or Arial
7. Type style Options for changing the thickness or the slant of a font's characters, bold or italic
8. Type size The size of a font's characters, expressed in points for selection
9. Type spacing The spacing of characters within the same phrase that allow expanding or condensing text.
10. Kerning Type spacing, adjusting the spacing of characters
11. Header Content that appears at the top of every page in a document
12. Footer Content that appears at the bottom of every page in a document