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
AutoShape	A group of ready-made shapes that include lines, connectors, basic shapes, arrows, flowchart symbols, stars and banners, and callouts.	163
Cell	The space where a row and a column intersect in a table.	152
Chart	A graphical display of information.	166
Clip Art	Images that can be inserted into a document.	158
Column	Two or more vertical sections on a page.	148
Column break	Separation of text from one column to the top of the next column.	149
Datasheet	A table that stores information shown in a chart.	166
Diagram	A graphic that represents or illustrates information.	162
Graphic	A visual element created using tools such as WordArt, AutoShapes, scanners, and digital cameras.	163
Sizing handle	Points on a small square around a selected object that can be dragged to change the object's size.	160
Table	A set of rows and columns used to organize information.	151
Text box	A movable, resizable rectangle that contains text.	160
WordArt	Text graphic that can be stretched, shadowed, and shaped.	165

Tech Tip

You can change the width of a column by pointing between the two columns until the pointer becomes a double-headed arrow. Double-click the arrow to automatically fit the column to the width of the text.

You Should Know

The WordArt Gallery provides thirty different styles that you can use to apply effects to text.