**Basic Terminology**

1. Scroll:

- Definition: The action of moving the viewable area of a document or data set up, down, left, or right to access content that is not currently visible.

- Usage: Common in graphical user interfaces (GUIs) for navigating through long lists, web pages, or documents. For example, scrolling down a webpage to read more content.

2. Insert:

- Definition: The process of adding new data or elements into a data structure or document at a specified position.

- Usage: Inserting a new record into a database table, adding a line of text in a word processor, or inserting a node into a linked list. For instance, in a text editor, you might insert a new paragraph between existing ones.

3. Delete:

- Definition: The action of removing data or elements from a data structure or document.

- Usage: Deleting a file from a computer, removing an item from a list, or clearing a cell in a spreadsheet. For example, pressing the "Delete" key on a keyboard will remove the selected text or item.

4. Update:

- Definition: Modifying existing data or elements to reflect new information or changes.

- Usage: Updating a record in a database to change a field's value, editing a document to correct errors, or modifying a data entry in a form.

5. Search:

- Definition: The process of locating specific data or elements within a larger set or document.

- Usage: Using a search function to find a specific term in a text document, querying a database for particular records, or looking up a contact in an address book.

6. Select:

- Definition: The act of choosing specific data or elements from a larger set or collection.

- Usage: Selecting text to format it in a word processor, choosing records from a database for processing, or picking items from a list to perform an action.

7. Sort:

- Definition: Arranging data or elements in a specific order, typically based on a particular criterion (e.g., ascending or descending).

- Usage: Sorting a list of names alphabetically, ordering numbers from smallest to largest, or arranging records in a database by date.

8. Filter:

- Definition: The process of displaying only the data or elements that meet certain criteria while hiding the rest.

- Usage: Filtering email messages to show only those from a specific sender, applying filters in a spreadsheet to display only rows that meet certain conditions, or using search filters in a search engine.

Each hit of the Tab key inserted a **tab space**.  
  
**Anchor point.** The anchor is the point at which the text box intertwines with the rest of the document. Click the anchor icon to select the entire text box.

**Rotation control.** Click the circular arrow and then drag to rotate the text box.

**Wrap text.** This controls how content in the rest of the document interacts with the text box. Text can go around the text box, in front of the text box, or skip over the text box. Text wrap is covered in more detail in the [Images](https://courses.lumenlearning.com/wm-compapp/chapter/images) section.

**Resize points.** The white dots on the border of the text box control the width and height of the text box. Click and drag any of the white dots to move that side or corner.

You can change this by applying a **text wrap**. Text wrap causes all of the text to wrap around the image so that the image does not interfere with line spacing.

**Square**—Text wraps around the image in a square shape

**Tight/Through**—Text wraps around image, regardless of what shape the image is. This text wrap works best with images that have no background.

**Top and Bottom**—Text stops when it hits the top of the image and continues at the bottom of the image; no text is to the left or right of the image

**Behind text**—Image is behind text. Text will cover image.

**In front of text**—Image is in front of text. Text behind the image is not visible.

**Edit Hyperlink…** Takes you to the same dialog box for inserting a hyperlink, allowing you to change what the hyperlink links to.

**Open Hyperlink.** Performs the same function as Ctrl+click. Opens the hyperlink in Microsoft Edge or Internet Explorer (or default browser).

**Copy Hyperlink.** Copies the hyperlink (not the text that changes color).

**Remove Hyperlink.** Removes the hyperlink, restoring the text to plain text.

To change the text of the watermark, click **Custom Watermark..**. at the bottom of the Watermark menu to open the Printed Watermark dialog box.

she puts her cursor where she wants the icon to go, clicks on the **Insert** tab, and selects the **Icon** button. After scrolling down, she finds the piggy bank icon, selects it, and clicks the **Insert** button.  
At the second Mail Merge task pane, click **Start from existing document**.

Click the **Open** button. At the Open dialog box, browse to the data file containing the information to be inserted, and double-click it.

At the third task pane, click on the **Use an existing list** and then Browse.

At the **Select Data Source** dialog box, navigate to your storage file and then double-click it.

She continues to search for images, but this time she uses the **Online Pictures** button within Word to find a usable Facebook icon.