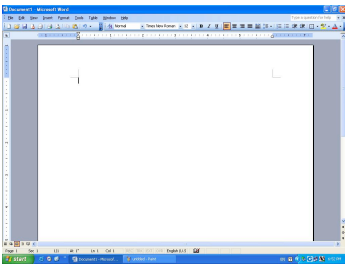


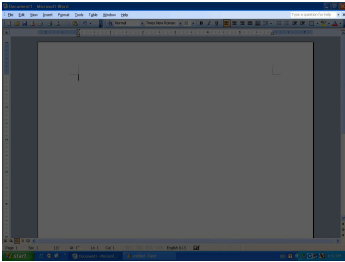
Word Processing 文字处理

Layout 页面布局



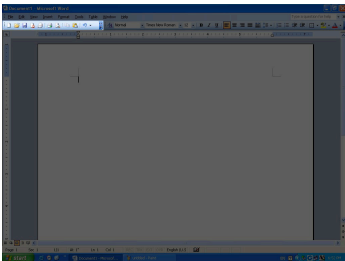
The basic layout of Microsoft Word.

Microsoft Word文档的基本布局。



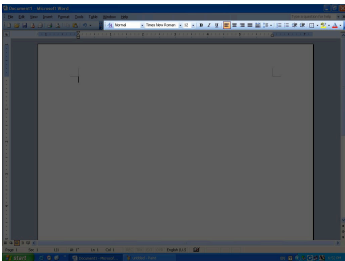
The main menu bar is located at the top. Menus may have sub menus, referred to as a Secondary Menu set.

顶部是主菜单栏，每个菜单项都有下属菜单，也就是子菜单。



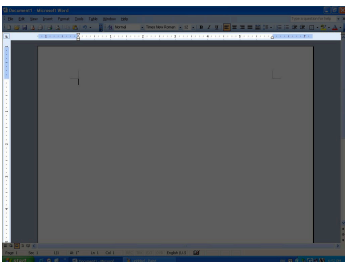
The standard tool bar is located below the menu on the left side of the program window. This tool bar includes
"New Document"
"Save"
"Open"
"Print"

标准工具栏位于主菜单栏的左下方，包括
“新建文档”
“保存”
“打开”
“打印”



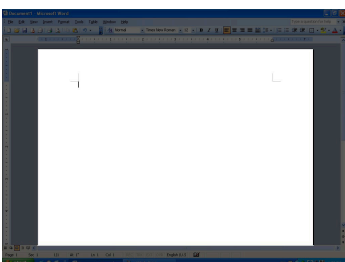
The Formatting Tool Bar includes the following.
"Font"
"Font Size"
"Font Styling"
"Alignment"

格式工具栏包括
“字体”
“字体大小”
“字体形式”
“对齐方式”



Rulers show the dimensions and measurements of your document. They also indicate how large the "Margins" are as well as indents and "Column" widths.

标尺用来衡量文档的维度和长度，同时也表明“页边距”的大小，首行缩进以及分栏的宽度。



The document work area is where the user creates their "Word Document".

文档工作区域指创建Word文档的地方。

Word Processing 文字处理

Common Commands 常见指令

File > New 文件 > 新建	To create a new blank document.	创建新的空白文档。
File > Save 文件 > 保存	To save a file for the first time.	首次保存文件。
File > Save As 文件 > 另存为	To save updates made to a file that has already been saved.	在已经保存的文件基础上，每次更新都应该保存。
File > Open 文件 > 打开	Allows you to continue working on a document that has already been saved and closed.	此项指令允许你在已经打开及关闭的文件上继续工作。
File > Print 文件 > 打印	Allows the user to send a document to a printer.	向打印机发送一个文档进行打印。
File > Properties 文件 > 属性	Allows you to embed details such as author and copyright	此项指令指添加细节信息比如作者和版权。
File > Exit 文件 > 退出	To close a program once finished.	关闭程序。
Edit > Cut 编辑 > 剪切	To remove an item from its location so it can be moved.	把一个信息从原来位置移去从而可以移到其他位置。
Edit > Copy 编辑 > 复制	makes a duplicate of an item.	把一个信息再次呈现出来与之前的完全一致。
Edit > Paste 编辑 > 粘贴	Inserts an item that has been “Cut” or “Copied”	插入被“剪切”或“复制”的信息。
Edit > Find 编辑 > 查找	Allows the user to search the document for a specific word or phrase.	可在文档中查询某个特定的词或词组。
Edit > Replace 编辑 > 替换	Allows the user to change a word or phrase throughout the entire document.	可在整个文档中改变某个词或词组。
View > Normal 视图 > 普通	Standard program view.	标准的文档查看方式。
View > Web Layout 视图 > Web版式	Program view for designing web content.	指设计网页内容的文档查看方式。
View > Print Layout 视图 > 页面	Program view optimized for viewing how the document will look when printed.	当文档被打印出来时的文档查看方式。
View > Outline 视图 > 大纲	Allows the user to quickly view the content in a document.	可快速浏览文档的信息。

Word Processing 文字处理

Vocabulary 词汇

Cell 单元格	An individual block of information in a "Table".	一个表格中的信息模块。
Column 分栏	A vertical set of "Cells" in a "Table".	一个表格中的竖直单元格。
Font 字体	The visual styling of the letters or symbols used in your document.	文档中使用的字母或符号的视觉造型
Examples: ARIAL BRUSH SCRIPT		例子: ARIAL BRUSH SCRIPT
Font Size 字体大小	The size of the Font in your document. the standard Font Size for a document is 12Pt.	文档中的字体大小。标准的字体大小为12pt。
Glossary 词汇表	A list of words specific to the document, and their meanings.	文件特定的列表词汇。
Hyper Link 超链接	An area of text in your document that will open a website when clicked.	文档中的一个文本当点击时会打开一个网站。
Margin 页边距	The outer edge of a page where there should be no type or photos.	一个页面的边距，不许打字或插入图片。
Microsoft Word	The program used on Windows for creating text documents.	该程序在Windows上使用，用于创建文本文档。
Pages	The program used on Apple (MAC) for creating text documents.	该程序在Apple (MAC)上使用，用于创建文本文档。
Project Title 标题	A description about the document and its contents.	对该文档及其内容的描述。
Project Header 页眉	A Project Header is on the top of every page. Headers will include your Name and Grade. Information will be located on the top right of the page.	页眉是在每一页的顶部。页眉包括姓名和年级，写在页面的右上角。

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Project Footer 页脚	A Project Footer is on the bottom of every page. The Project Footer can be used to include important information such as your school or project subject.	页脚在每一页的底部。页脚可注上重要的信息比如学习或项目名称。
Reference 引用	A Reference is an indication of where the original information used in your document comes from. Photos, Statistics, and any text used from another source should be referenced.	引用是一个指示文档中使用的信息来自何处。照片，统计和从其他任何文本都应该被引用。
Row 行	A horizontal set of “Cells” in a “Table”.	表格中的水平的单元格。
Section Title 小标题	A Description about a section in the document. This is a title that is less important than the Document Title.	文档中一个部分的描述。这个标题没有文档标题那么重要。
Stylized Type 突出形式	When the type in your document is made to stand out. This draws attention to important parts of your document. Examples: BOLD <i>Italic</i> <u>Underline</u>	文档中突出的部分，重要且引人注目。 例子： 黑体 BOLD 斜体 <i>Italic</i> 强调 <u>Underline</u>
Table 表格	A Table is a method for organizing information in a document. It is made of many “Cells” in Horizontal Rows, and Vertical “Columns”.	表格是文档中组织信息的方式，是由多个小的垂直和水平栏的单元格组成。
Table of Contents 表格内容	A page in your document that tells the readers what is included in your document.	告知读者文档中所包括的内容。
Word Document 文字文档	A Document that is mostly words.	主要是文字形式的一个文档。