

Match the term to the correct definition. You may use the Internet to help find the correct match.

Leading
Master Page

Margins
Drop Cap

Text wrap
Space After

Columns
Indent

Ruler Guides
Tracking

1. _____ The function that enables the first letter of the paragraph to be the height of several lines of type.
2. _____ The page where you put all items that you need on many pages of the document.
3. _____ The name of the space between the lines of type.
4. _____ The function that divides the page into evenly-spaced vertical sections.
5. _____ Guides that can be placed onto a page wherever they may be needed for alignment.
6. _____ The function that allows you to control the spacing across a word, line or column of text, also known as letterspacing.
7. _____ The paragraph function that defines additional blank space after the paragraph return.
8. _____ The function that allows type to flow around text boxes, picture boxes or images.
9. _____ Guides that are set around the four sides of a page when the document is first made.
10. _____ The paragraph function that determines the distance type is set from the left or right edge of the text box.

A little Math:

What is the decimal measurement for the following?

1/4 inch _____ 1/2 inch _____ 3/4 inch _____