**Lesson 6: Working with Graphics: Vocabulary Review**

**Using the text as you define each term, write the page number and the section/paragraph where you found the definition.**

* aspect ratio
* callout
* chart
* clip art
* crop
* diagram
* floating object
* graphic
* inline object
* keyword
* object
* pull quote
* rotation handle
* selection rectangle
* sidebar
* sizing handle
* SmartArt
* text box
* WordArt

**FILL IN THE BLANK**

**Complete the following sentences by writing the correct word or words in the blanks provided.**

1. Choose the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab on the Ribbon to add clip art, pictures, shapes, and WordArt to a document.
2. To automatically balance columns, insert a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ section break.
3. When text wraps around an object, the object is called a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ object.
4. Words that you use to search for clip art are \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the relationship of an object's height to its width.

**TRUE / FALSE**

**Write T if the statement is true or F if the statement is false.**

1. You much carefully choose the type of SmartArt to create because you cannot change it to another type later. \_\_\_\_\_
2. You can add a border to paragraphs, but you cannot add a border to a page. \_\_\_\_\_
3. Borders can be placed on all four sides of a selected paragraph. \_\_\_\_\_
4. Objects that you insert in a document can be placed only in a line of text in a paragraph. \_\_\_\_\_
5. To find an appropriate piece of clip art, you must scroll through an alphabetized list of all the available clip art. \_\_\_\_\_

**MATCHING**

1. \_\_\_\_\_ Pictures that help illustrate the document and make the page more attractive.
2. \_\_\_\_\_ Anything that can be manipulated as a whole.
3. \_\_\_\_\_ An object that is inserted as if it were a character in the line of text.
4. \_\_\_\_\_ Squares and circles on a selected object that you drag to resize the object.
5. \_\_\_\_\_ Visual representation of data.
6. Diagram or chart
7. Object
8. Graphics
9. Inline object
10. Sizing Handles