# Word 2013 Lesson 3 Key Terms

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|  | Any single letter, number, symbol, or punctuation mark. |
|  | A style that is applied to individual characters or words that users have selected. |
|  | A set of characters that have the same design. |
|  | Live preview shows you how your document will look with the selected feature. |
|  | A font in which all of its characters take up the same amount of horizontal space. |
|  | A style in which the formats are applied instantly to all text in the paragraph where the insertion point is located, whether or not text is selected. |
|  | A measurement that refers to the height of characters with one point equaling approximately 1/12 of an inch. |
|  | A font in which the horizontal spacing varies. |
|  | A font that does not have the small line extensions on its characters. |
|  | A font that has small lines at the beginning and end of characters and that is usually used with large amounts of text. |
|  | A new font command group that adds a distinctive appearance, such as outlines, shadows, glows or reflections, to selected text. |
|  | Decorative text that enhances text. |