Vocabulary Lists – Mark Anderson

Keyboarding:

Font	Template	Header	Footer
Margin	Proofread	Format	Edit
Reference	Memo	Letter	Report
Table	Newsletter	Flyer	Form
Layout	Citation	Heading	Footnote
Alignment	Folder	File	Default
Formula	E-Mail	Document	Spell Check
Grammar Check	Hanging Indent	Tab	Paragraph
Shortcut	Toolbar	Row	Column
Server	Network	Internet	Browser
Resume			

Computer Studies: All term used in Keyboarding plus the following:

Application	Appointment	Border	Brochure
Cell	Alignment	Text Wrapping	Clip Art
Chart	Clipboard	Copy	Paste
Default	Embed	Folder	File
Hyperlink	Group	Ungroup	Taskbar

Diversified Occupations:

Job	Career	Market	Resume
Application	Interview	Recommendation	Reference
Occupation	Industry	Outlook	Median
Wage	Salary	Feedback	Compromise
Networking	Non-Verbal Communication	Interpersonal	Listening
Grapevine	Proactive	Perception	Rapport
Cover Letter	Interpersonal Communication	Portfolio	Gross Pay
Net Pay	Conflict of Interest	Active Listening	Accountable
Ethical	Culture	Half-Truth	Diversity
Moral	Fidelity	Intangible	Tangible
Short-Term	Long-Term	Discord	Hypocrite
Delegate	Interdependence	Mediate	Modeling
Objective	Stereotype	Squelch	Nay-Say
Defuse	Demographics	Etiquette	Jargon
Idiom	Telemarketing	Quality	Product

Service	Taboo	Discrimination	Harassment
Empathy	Turnover	Paycheck	Paystub
Overtime	Benefit	Deduction	Aptitude
Ability	Attitude	Cold-Call	Attitude
Identity Theft	Job Lead	Ageism	Bigot
Ambition	Career Track	Hierarchy	Gossip
Goodwill	Constructive Feedback	Layoff	Interact
Mentor	Peer	Prejudice	Reduction in Force
Resign	Sexism	Unwritten Rule	