**Word Lessons 12-14 Notes**

**Part 1 – Vocabulary**

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| --- | --- |
| Digital Signature |  |
| Hacker |  |
| Macro |  |
| Master Document |  |
| Subdocuments |  |
| Blog |  |
| Encryption |  |
| Region |  |
| Skydrive |  |
| Metadata |  |

**Part 2 – Certification Skills**

1. How would you add a password to a document?
2. How would you protect a document with a password?
3. How do you inspect a document?