



Microsoft Writing Style Guide Review

Changes in A-Z word list

1 Added topics

A	B	C	D	E
<ul style="list-style-type: none"> Assure, ensure, insure differences 	<ul style="list-style-type: none"> big data (don't capitalize) black hat hacker—not recommended to use blade-don't use Bluetooth (always capitalize, it's a trademark) Blu-ray Disc (notice capitalization) bulk— don't use as adverb. Add in bulk but not bulk add by—avoid in the publisher line 	<ul style="list-style-type: none"> chatbot cloud, added cloud platform, cloud services community cloud compute—for all audiences Control Panel, not the Control Panel. A control panel item— lowercase conversation as a platform (CaaP)—bot terms conversational user interface (CUI)—bot terms core cyber 	<ul style="list-style-type: none"> DevOps 	<ul style="list-style-type: none"> e-discovery emoticons, emoji
F	G	H	I	J
<ul style="list-style-type: none"> File Explorer freeze, frozen full screen, full-screen 	<ul style="list-style-type: none"> gigabyte 	<ul style="list-style-type: none"> HDMI (High Multimedia Interface) 	<ul style="list-style-type: none"> intelligence, intelligent technology 	<ul style="list-style-type: none"> none
K	L	M	N	O
<ul style="list-style-type: none"> none 	<ul style="list-style-type: none"> leading (leading slashes, leading spaces) line of business, line-of-business 	<ul style="list-style-type: none"> machine learning (lowercase unless a named service) Microsoft account (don't capitalize account) Microsoft Store (both capitalized) move for transferring files, move or drag for windows 	<ul style="list-style-type: none"> native language— use machine language or host language newsreader (note spelling) notification 	<ul style="list-style-type: none"> none

P	Q	R	S	T
<ul style="list-style-type: none"> • p-code (for pseudocode). Not capitalized • pen (computer and device terms) • per • personal digital assistant (bot terms) • please • plus sign (+) • postal code • pound key, pound sign (#) • preview • profile 	<ul style="list-style-type: none"> • none 	<ul style="list-style-type: none"> • relationship chatbot, also social chatbot; • restart • reverse video • Roman • rotate 	<ul style="list-style-type: none"> • screenshot; • search box • sleep • slideshow • social chatbot • sorry 	<ul style="list-style-type: none"> • toast • to-do • touchpad • touchscreen
U	V	W	X	Y
<ul style="list-style-type: none"> • U.S. • Ultrabook • Upload • URL 	<ul style="list-style-type: none"> • video call, videoconference • virtual agent • voice user interface • voice-activated device 	<ul style="list-style-type: none"> • web services • white hat hacker (don't use) • wireless • work style 	none	none
Z				
none				

2 Removed topics

A	B	C	D	E
<ul style="list-style-type: none"> • A.M., P.M. • -able, -ible • accelerator key • accessory 	<ul style="list-style-type: none"> • backward • because vs. since • bitmask • bitplane • bitwise • black hole • blank • bootable disk • Briefcase • browse vs. find (now covered in browse) • browser • bug • bulleted • burn 	<ul style="list-style-type: none"> • Cancel button • cancel the selection • card • carriage return/line feed • cascading menu • caution • CBT • CD • CD case • CD key • center around (do not use) replaced with center on • chapter • checked command • clip art • collaborate, collaboration, collaborator • COM • communications port • compact disc • CompactFlash • compare to vs. compare with • comprise • Computer icon • copy • criteria • critical process monitor • critical section object • critical update • current drive • current folder • current window • cursor 	<ul style="list-style-type: none"> • dezoom • directory item • discreet vs. discrete • diskette • done • DOS • downlevel 	<ul style="list-style-type: none"> • e-zine, webzine
F	G	H	I	J
<ul style="list-style-type: none"> • file extension • finished • firewall • Fortran 	<ul style="list-style-type: none"> • grayscale • greater, better • groupware 	<ul style="list-style-type: none"> • handheld computer • highlight • hi-res • hotfix • hover over 	<ul style="list-style-type: none"> • IA-32-based • IA-64-based • I-beam • in, into • in order to • incent 	<ul style="list-style-type: none"> • jewel case

		<ul style="list-style-type: none"> • Hub 	<ul style="list-style-type: none"> • indenting, outdenting • independent content provider • insertion point • interrupt • inverse video • ITaaS • Itanium-based 	
K	L	M	N	O
<ul style="list-style-type: none"> • klunge, kuldgy 	<ul style="list-style-type: none"> • life cycle • like (as a conjunction) • line feed • linking and embedding • localhost • look at • look up • lo-res 	<ul style="list-style-type: none"> • Mac, Macintosh • machine language • Macro Assembler • maximize • measured service • memory models • message box • metadata • mice • Microsoft Windows AntiSpyware • movement keys • MS-DOS • MS-DOS prompt • MS-DOS-based program • Net 	<ul style="list-style-type: none"> • new line, newline • non-Windows application, non-Windows-based • notebook 	<ul style="list-style-type: none"> • Object Linking and Embedding • on/off switch • online Help • outdent • oertype
P	Q	R	S	T
<ul style="list-style-type: none"> • panorama • patch • patch management • patching • percent, percentage • pixel • pointing device • Preface • Press (Microsoft Press) • product ID • product key • progress indicator • prohibition sign • pull quote • push-to-talk 	<ul style="list-style-type: none"> • quarter inch • quick key 	<ul style="list-style-type: none"> • release notes • Restore button • Restore (SQL Server) • Rip • RTFM 	<ul style="list-style-type: none"> • scale up • security patch • selection cursor • service pack • shortcut key • shortcut menu • slate • speed key • spider • stand-alone • strike, strikethrough • submenu • Super VGA, SVGA • sysop • system 	<ul style="list-style-type: none"> • terminal • then • thread • three-dimensional • time bomb, timebomb • title bar • titled vs. entitled • toolbox • tooltip • topic • TRUE • Turn • Tutorial • Two-dimensional

U	V	W	X	Y
<ul style="list-style-type: none"> • UNC • unprintable • update • update rollup • Usenet • user name • utilize 	<ul style="list-style-type: none"> • VCR • VGA • vibration • video adapter • video board • viewpoint • virtual root • virtual server 	<ul style="list-style-type: none"> • Web Apps • website • weblication • Windows Events • Windows Installer • Windows NT Server, Windows NT Workstation • Windows Vista • Winsock • Worksheet • World Wide Web • WWW 	<ul style="list-style-type: none"> • x86 • XBase 	none
Z				
<ul style="list-style-type: none"> • zero character 				