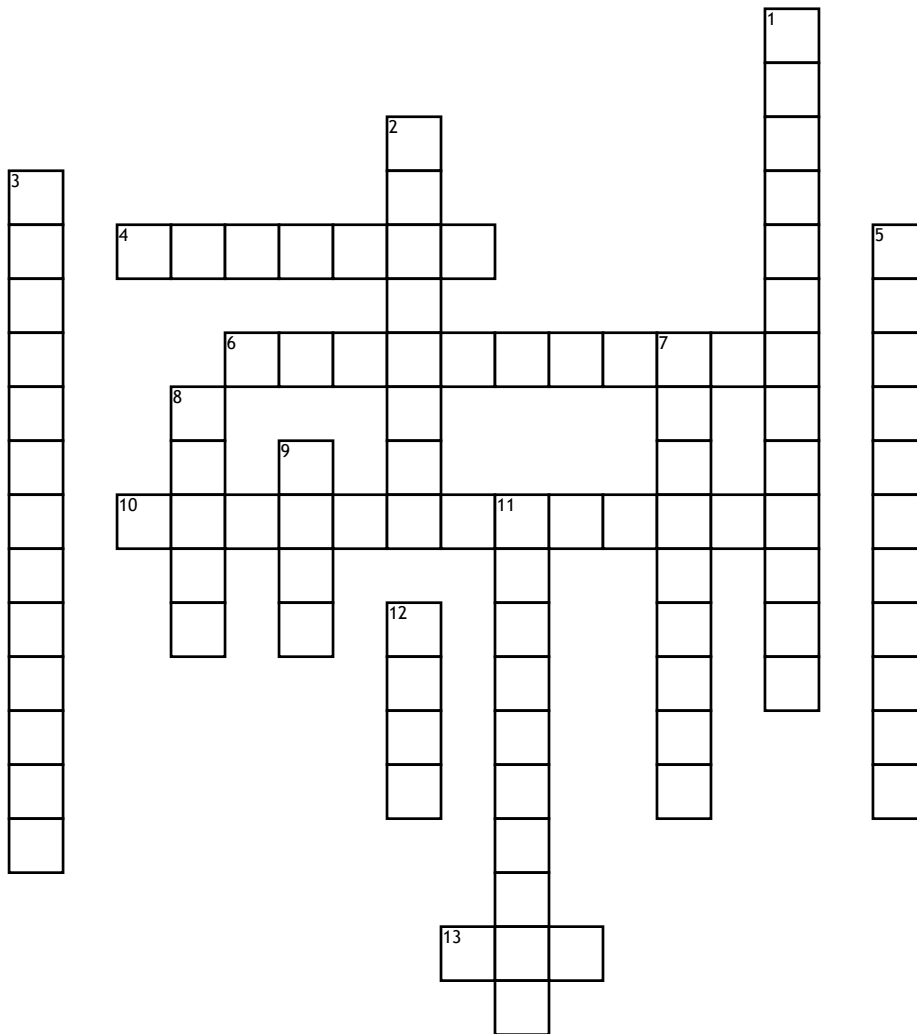


Name: _____

Date: _____

9 Wks. Exam--Microsoft Word/Excel



Across

4. A quick way to indent is to use the Tab key. This will create a first-line indent of _____ inch.

6. A _____ is a grid made of columns and rows.

10. When beginning a new project in Word, you will often want to start with a new blank document. Select the File tab then select New, then select _____.

13. Press the _____ key on your keyboard to set tabs and indents.

Down

1. _____ can draw the reader's attention to specific parts of a document and emphasize important information.

2. _____ and Numbered lists can be used in your documents to outline, arrange, and emphasize text.

3. _____ is a word processing application that allows you to create a variety of documents, including letters, resumes, and more.

5. _____ is the spacing between each line in a paragraph.

7. _____ is a spreadsheet program that allows you to store, organize, and analyze information.

8. Excel consists of worksheets. Every worksheet is made up of thousands of rectangles, which are called _____.

9. You have a button to use that your teacher says in "your best friend"...this button allows you to take away the last mistake you made. It's the _____ button.

11. Before you can move or format text, you will need to select it. To do this, _____ your mouse over the text, then release the mouse button. A highlighted box will appear over the selected text.

12. To access the Backstage View, click on the _____ tab.

Word Bank

spreadsheet

Excel 2016

file

Blank Document

Bulleted

Undo

Formatted text

Click & Drag

cells

Line spacing

Tab

Microsoft Word

one half