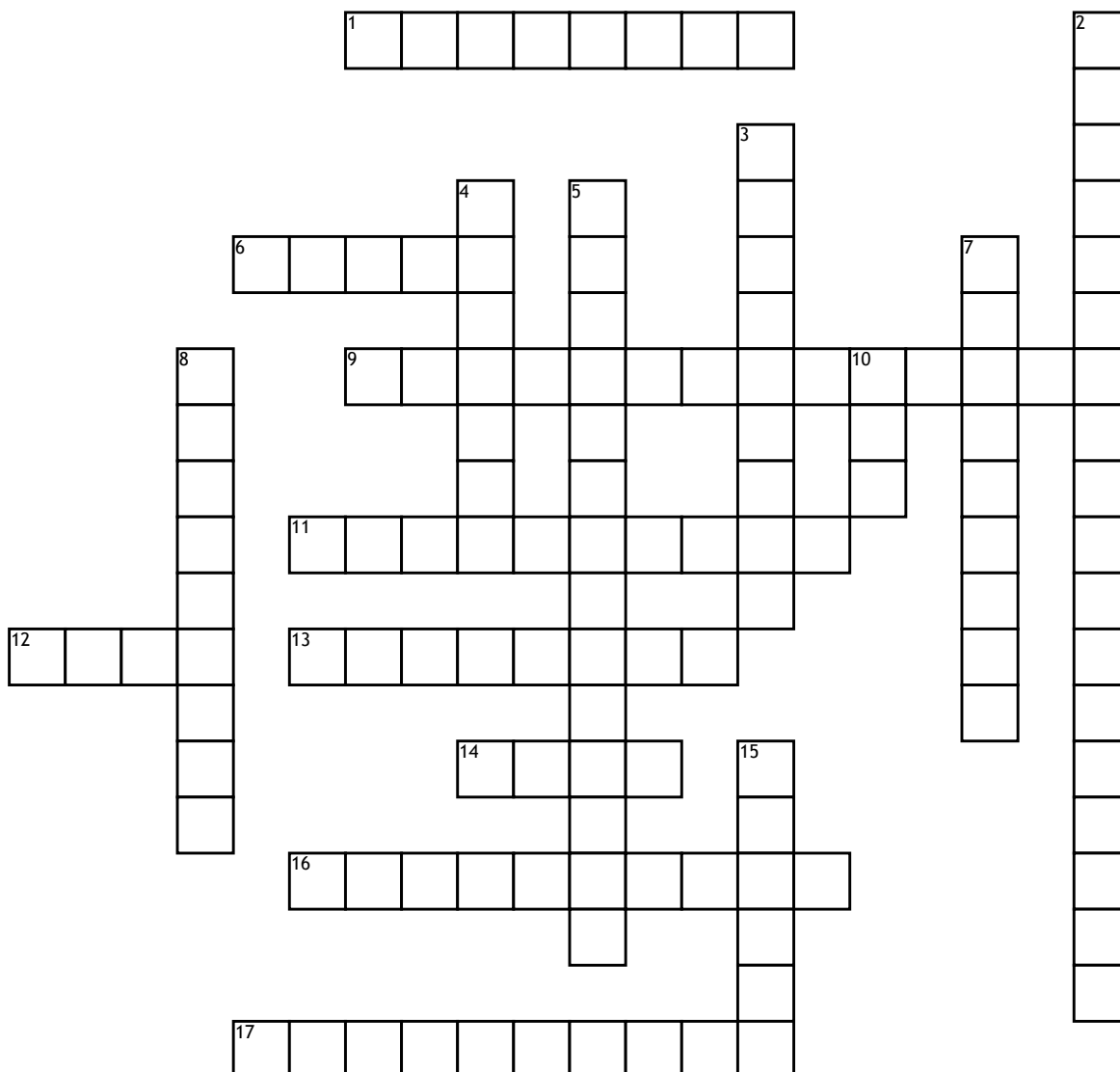# Chapter 2 Key Terms

**Across**

**1.** Characters that find words or phrases that contain specific letter, or combinations of letters.

**6.** A command that pastes text from the clipboard to a new location in the original document or new document.

**9.** A word feature that enables users to select multiple items of the text that are not adjacent.

**11.** A feature that allows you to zoom in and make tables, charts and images in your document fill the screen.

**12.** A command in the scroll box that enables users to browse by field, endnote, footnote, comment, section, page, edits, headings, graphics, or tables.

**13.** Changes the page layout of the document with a larger font for easier reading.

**14.** A command in Word that places a duplicate copy of selected text in the Clipboard.

**16.** Tiny images of your document pages.

**17.** A tool that allows the user to move up or down within the document.

**Down**

**2.** Information that identifies the creator of the document, date the document was created, subject, category, and keywords that can be used to search for the document.

**3.** A tool that allows users to move horizontally and vertically through a document more quickly than the scroll buttons, or to see a ScreenTip displaying a user's position in the document.

**4.** A command that enables users to replace one word or phrase with another.

**5.** A tool that appears in the left side of the window when you select its command in the Show command group.

**7.** A tool that provides a grid of vertical and horizontal lines that help you align graphics and other objects in a document.

**8.** A feature that allows a user to copy and paste text and graphics from multiple sources into a document.

**10.** A command in Word that removes selected text from the original location and places the deleted text in the Clipboard collection.

**15.** Measuring tools to align text, graphics, and other elements used within a document.