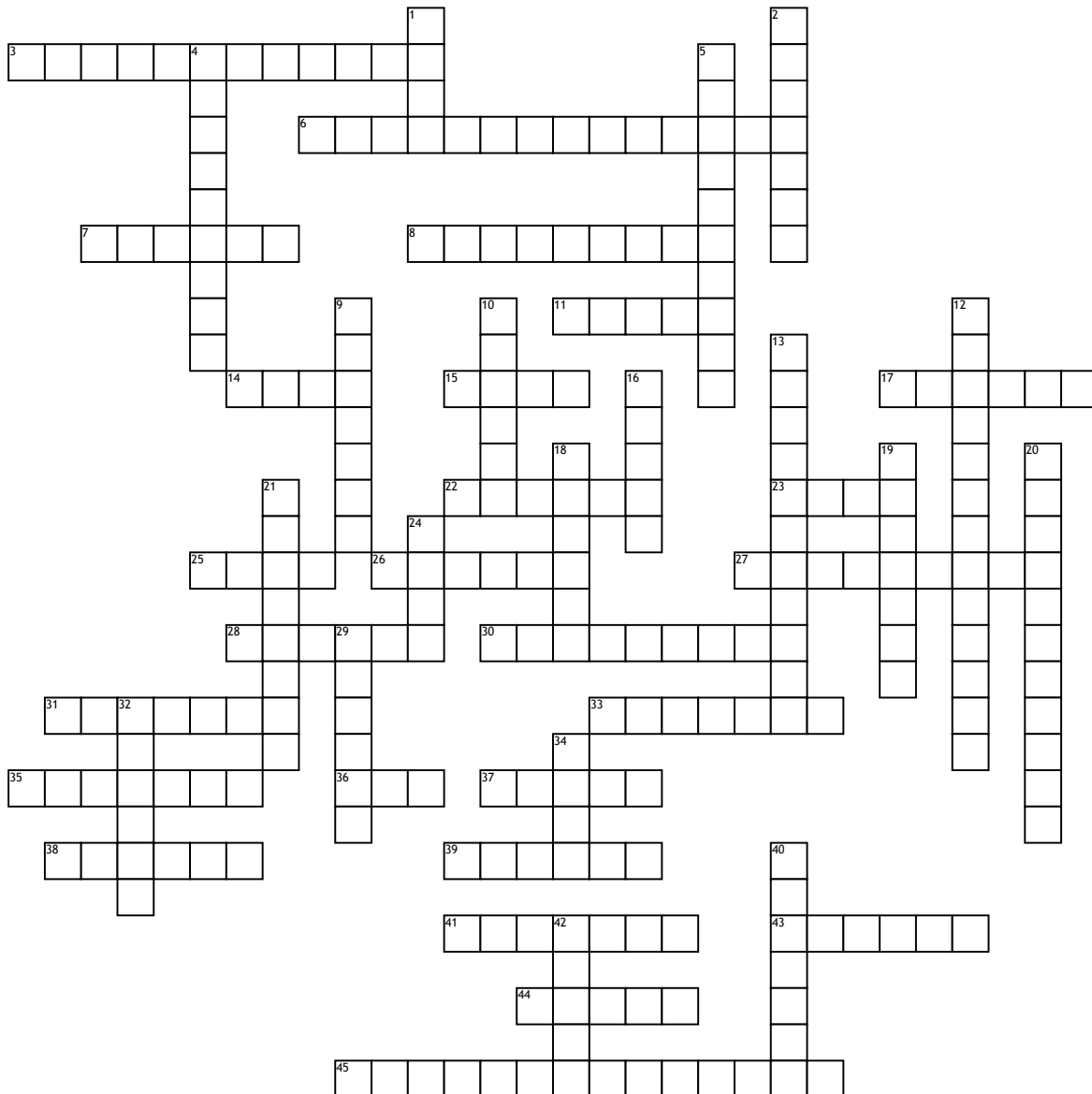


Computer Applications Final Exam Study Guide



Across

3. to drag selected text from one place in a document to another
 6. a list with two or more levels of bullets or numbering
 7. to change the appearance or look of text
 8. the lines in a table that form the rows and columns
 11. the text contained within a text box
 14. to place a copy of selected text on the Clipboard or the Office Clipboard
 15. to remove part of a picture
 17. to position text so that it is centered between the left and right margins
 22. the space between text and the margin
 23. a set of instructions and data for a computer program
 25. the percentage the file is magnified or reduced on the screen
 26. to switch between two options or to turn a feature on or off
 27. a way of viewing a document on screen that shows only the text of a document
 28. to bring data into a document from another compatible application
 30. a formatting feature that affects how a font looks
 31. a small bar that appears at the top or bottom of a window instead of the Ribbon
 33. a note placed along with other notes at the end of a document

35. graphics available for use in documents
 36. to remove selected text and place it on the Clipboard or the Office Clipboard
 37. one or more characters that create a piece of information
 38. a solid, dotted, or dashed line that fills the blank space before a tab stop
 39. any small character that appears before an item in a list
 41. a picture that helps illustrate the meaning of the text and make the page more attractive
 43. an area at the top of an Office program window that contains commands for working with the open file
 44. the last line of a multi-line paragraph that is split from the other lines in the paragraph and wraps to the next page or column
 45. Word's default global template
- Down**
1. to arrange a list of words or numbers in ascending or descending order
 2. to format a paragraph so the text is distributed evenly across the page between the left and right margins and both the left and right edges of the paragraph are aligned at the margins
 4. the position of text between the margins
 5. a predefined format that you can apply by clicking a button in the Styles group on the Home tab

9. a word or phrase used in a search
 10. blank space around the top, bottom, and sides of a page
 12. a description of the indent in a paragraph when the first line of text is not indented but all of the following line in the paragraph are
 13. a feature in Word that corrects errors as you type
 16. to copy an item stored on the Clipboard or the Office Clipboard
 18. to highlight a block of text
 19. a shape specifically designed to hold text
 20. buttons that you can click to change views quickly
 21. an item or a location in a document that you identify and name for future reference so you can jump quickly to a specific location within the same document
 24. the design of text
 29. anything that can be manipulated as a whole
 32. the first line of a multi-line paragraph that is split from the other lines in the paragraph and appears at the bottom of a page or a column
 34. the intersection of a column and a row in a table or worksheet
 40. stylized text that is treated as an object
 42. the unit of measurement for fonts