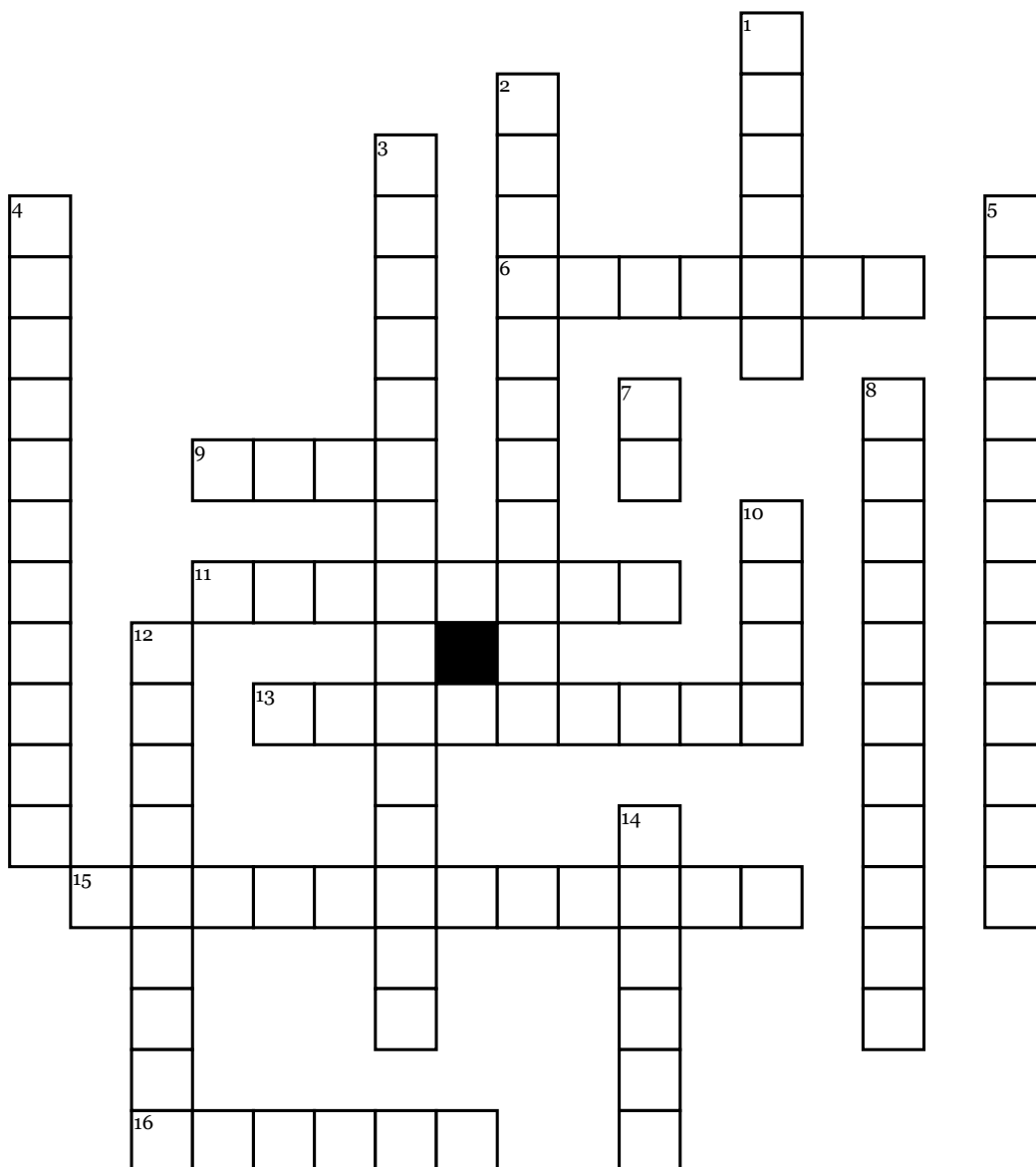


Concepts Check Word Level 1 chapter 1



Across

6. This is the keyboard shortcut to close a document.

9. Click this tab to display the Backstage view

11. Use this keyboard shortcut to move the insertion point to the end of the document.

13. Press this key on the keyboard to delete the character left of the insertion point.

15. This feature inserts an entire item when you type a few identifying characters and then press Enter or F3.

16. This is the area located toward the top of the screen that contains tabs with commands and options divided into groups.

Down

1. This is the keyboard shortcut to display a new blank document.

2. This toolbar contains the Save button

3. Using the mouse, do this to select one word.

4. Use this keyboard shortcut to move the insertion point to the beginning of the previous page.

5. To select various amounts of text using the mouse, you can click in this bar

7. This is the keyboard shortcut to display the Word Help window.

8. This feature automatically corrects certain words as you type them.

10. This tab is selected by default

12. This bar, located toward the bottom of the screen, displays number of pages and words, View buttons, and the zoom slider bar.

14. Click this tab to display the Spelling & Grammar button in the Proofing group.