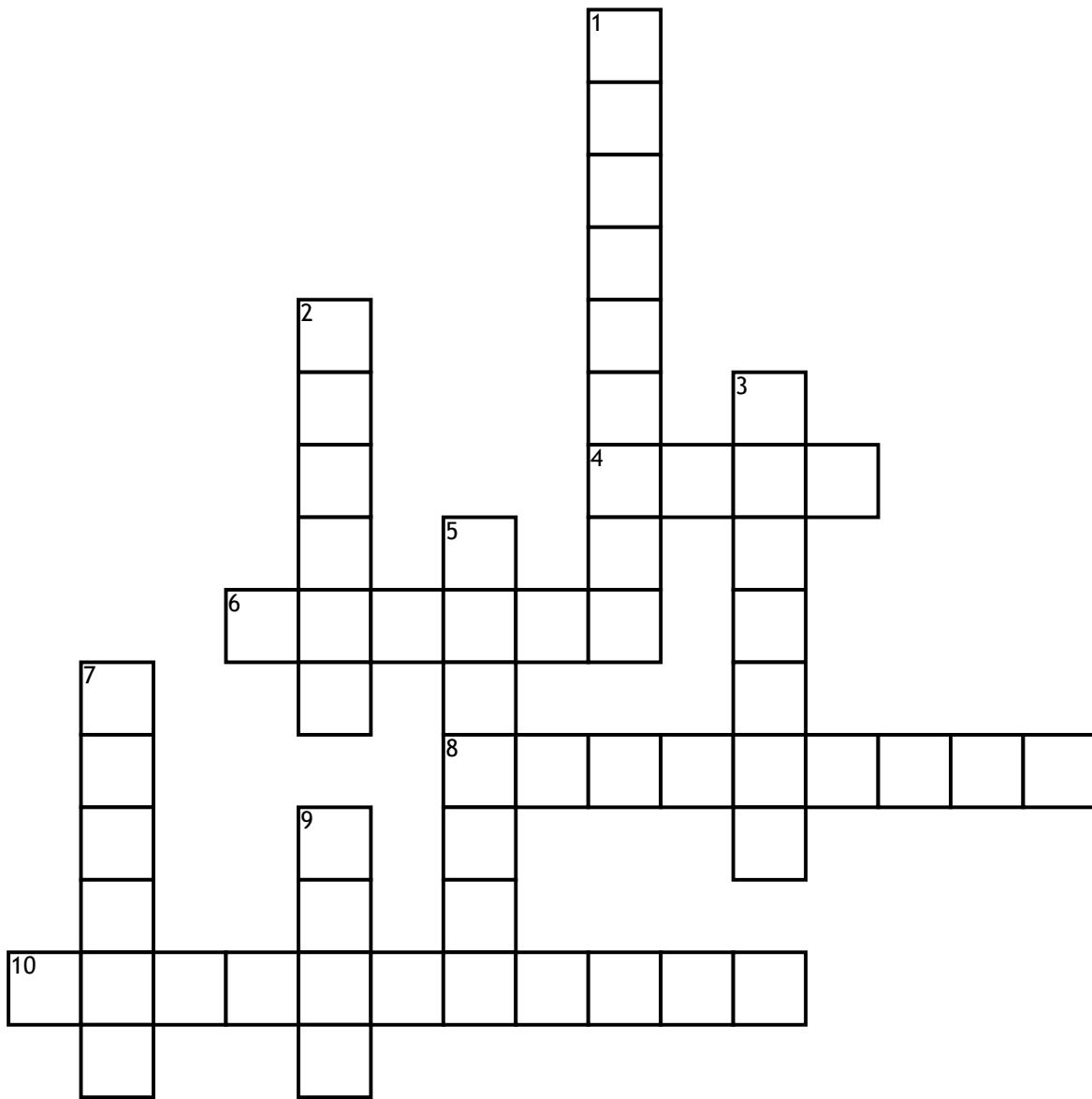


File management and Word Processing.



Across

4. Point the mouse pointer, select item then press and hold down using left button on the mouse.
6. A storage place or container in which you can store your work.
8. The feature that allows you to look up with similar or opposite meanings.
10. Indicates that an object or text is selected, waiting for a command.

Down

1. A folder that is within another folder.

2. Marks the position in a document on the screen where text or graphical object will be placed.

3. The area at the bottom of the screen that runs horizontally and contains the Start menu and other frequently used programs.

5. Making corrections on a document.

7. The white space or area from the edge of the paper to the next.

9. A collection of Data or information that is stored on a computer under a single name.