Final Review Vocabulary Sets 1-3
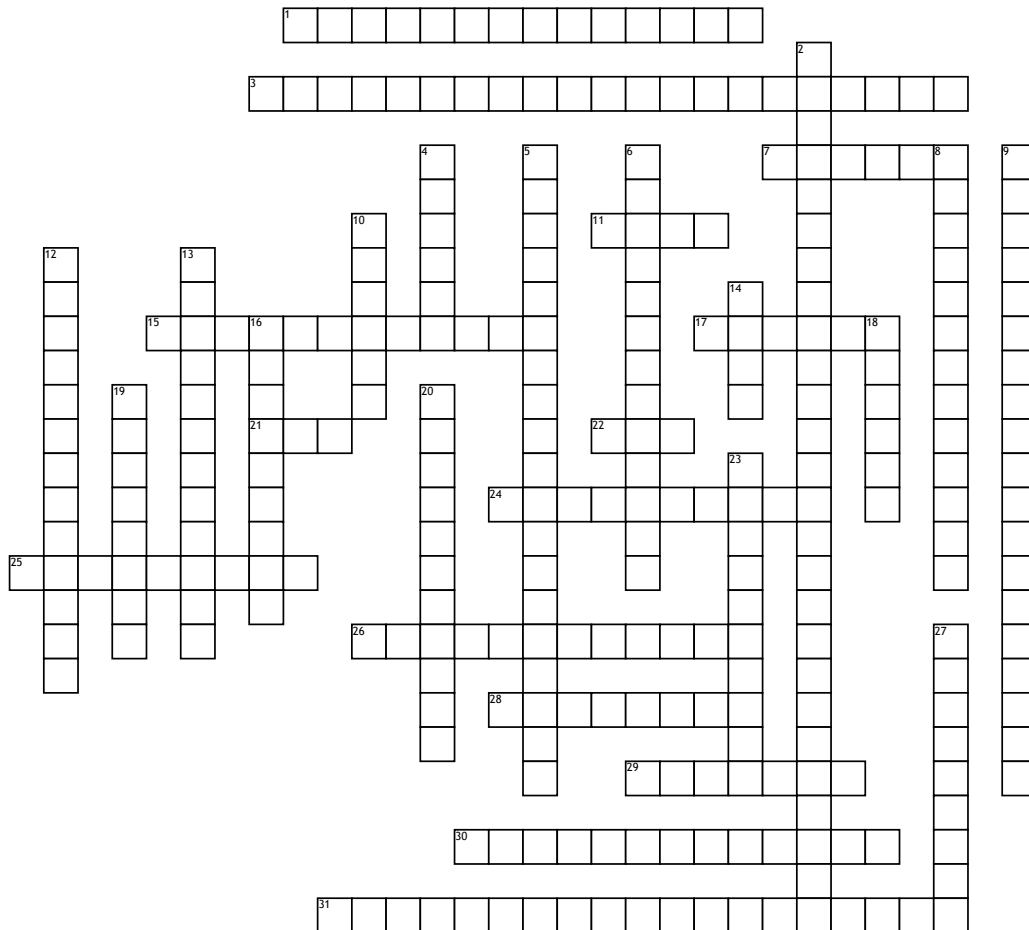
Across

1. is a blinking vertical bar that indicates where text, graphics and other items will be inserted

3. the top triangle at the 0 mark on the ruler.

7. is text and graphics that print at the top of each page in a document

11. a saved document

15. Becomes different shapes depending on the task you are performing in Word and the pointer's location on the screen.

17. is text and graphics that print at the bottom of every page

21. Each tab surrounds a collection of groups, and each group contains related commands

22. are two popular documentation styles for research papers

24. to refer to the bibliographic list of sources at the end of the paper

25. To return the home tab click home on the ribbon.

26. a series of paragraphs

28. the name assigned to a file when it is saved.

29. Called the primary tab contains the more frequently used commands.

30. an external drive that saves files. It is connected in to the USB port on the computer and can be taken with the user to other devices

31. That when clicked displays or a dialog Box or a task pane with additional options for the group

Down

2. the mla style uses in-text for each source at the bottom of the page or at the end of the paper

4. located near the top of the word window, is the control center in word

5. the process of changing the appearance of a paragraph.

6. a part of a style

8. is a document you can use to communicate the results of research feelings

9. the process of changing the way characters appear on the screen and in print

10. the top or bottom portion of the document off the screen

12. the mla style requires that on the entire research paper

13. is a list of frequently used commands that relate to the right -clicked object.

14. the appearance and shape of the letters, numbers, and special characters

16. Located at the bottom of the document window above the Windows Vista taskbar, presents information about the document, the progress of current the document

18. displays at the top edge of the document window by the ribbon and displays along the edge of the word window

19. the size of the characters

20. which appears automatically based on tasks you perform , contains commands related to changing the appearance of text in a document

23. a named group of formatting characteristics.

27. You use a scroll bar to display different portions of a document in the document window.

Word Bank

first line indent marker	Shortcut Menu	Mini Tool Bar	MLA
Font Size	Scroll	Home Tab	Status Bar
USB Flash Drive	Active Tab	Footer	Style Theme
Tab	mouse pointer	paragraph formatting	Character Formatting
File	Quick Style Set	Ribbon	research paper
Bulleted List	Font	Insertion Point	Scroll Bar
works cited	double spacing	Parenthetical Documentation	Dialogue Box Launcher
header	rulers	File Name	