

Name: _____

Date: _____

Formatting and Editing Vocabulary

U V T B G L V C N U Y G N I C A P S E N I L I S
M M I D X E V G E K S P E L L C H E C K Z K X N
E D A E G F I O P F C T O O L B A R S W A B M I
N O R I N T F L B K Q E F Z S E Z V W S H U C G
U U T F I A U F Q V C W H F R G W A B O S L H R
B B R I T L N O W H H G J C N O Q I R R I L P A
A L O T T I C O I S C F C I R U N I M P T E A M
R E P S A G T T K R G B T D A E Z S B L G T G L
X S E U M N I E I T M I P R T O M O N O T S E V
V P P J R Q O R I C D R D N N M A M T S L A O R
C A A K O H N M W E O R E T K R Q I A C D N R H
T C C O F L K O Y C U M A N D S R O J R Q D I E
R E S Q N C E U E P N L X S W I P C Q O G N E A
I N D M Y R Y S L G C E W C G E E V R L B U N D
P G N X A C S E I E C W F H R N X T M L F M T E
P T A M S I S L N A O T T A T H M X S B C B A R
L H L M N P A T P R G A T E Z C P T X A A E T E
E E C G A Z E S D C L I R A N U I O U R P R I V
S S E C Y R E W B I O A F L A T C W H S D I O J
P A E D I L R H G N L P X K L H F U P J R N N L
A U Z N G A S N K I E C Y E X J T L R B H G F F
C R G N P C O E G O O C B I C J K X J S U H O T
E U I M S H Y N C E H A U Z E X Z X M O O N W K
F S H D M S V G N I R E T N E C L A C I T R E V

Bullets and Numbering
Quadruple Space
Grammar Check
Line Spacing
Spell check
Clipboard
Title Bar
Portrait
Footer
Font

Horizontal Centering
Word processing
Triple Space
Single space
Formatting
Justified
Tool Bars
Editing
Header
Cut

Vertical Centering
Operation Keys
Center Align
Right Align
Left Align
Landscape
Word wrap
Margins
Paste

Page Orientation
Function Keys
Double Space
Scroll Bars
Alignment
Thesaurus
Menu Bar
Cursor
Copy