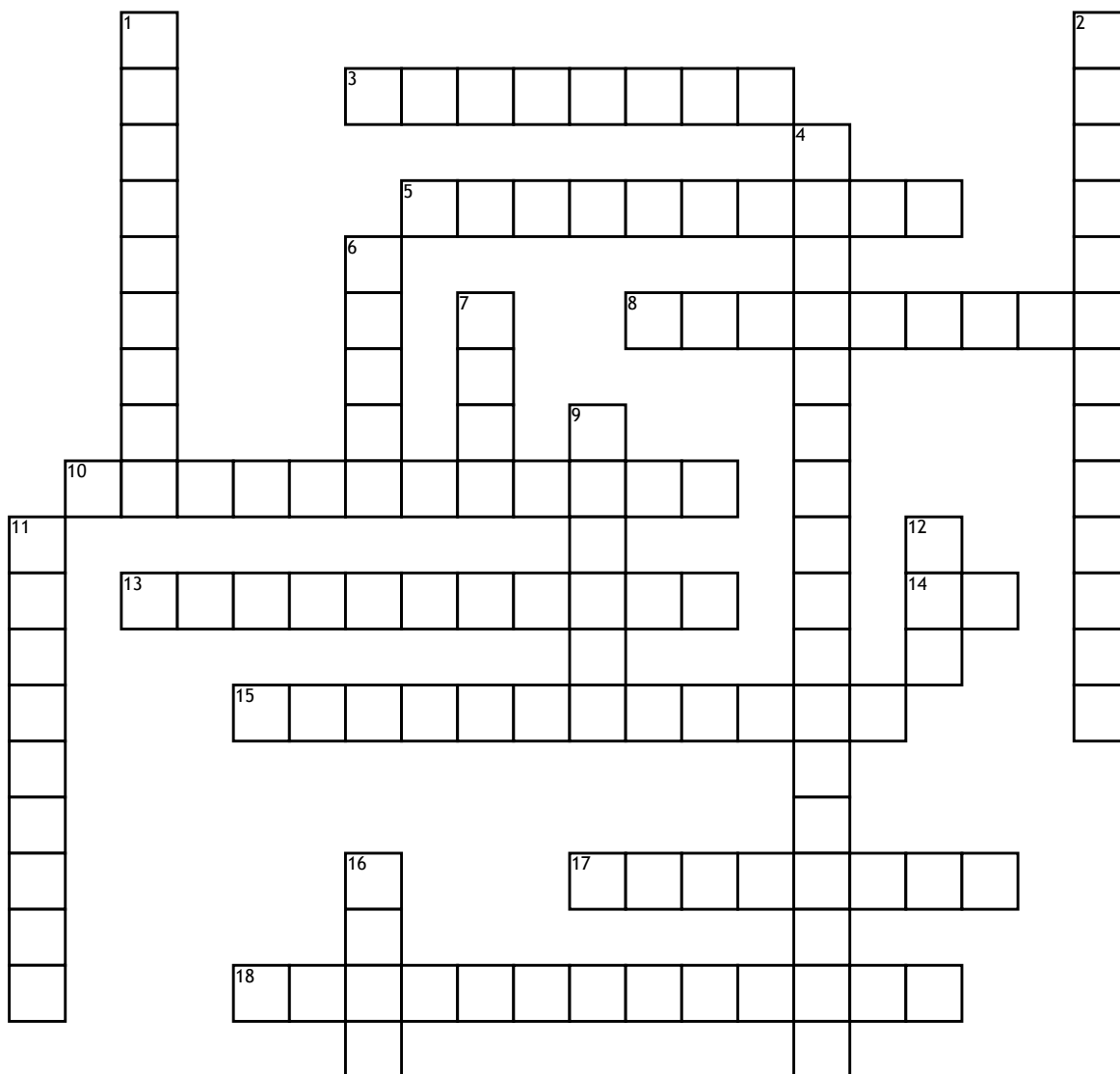


Name: _____

Date: _____

Getting Started with Microsoft Office



Across

3. To increase screen space for document area you can _____ (or minimize) the ribbon

5. These are useful when looking for Commands

8. This is a small window that pops up in an application that requires a response from the user.

10. To see what the hard copy of a document will look like, use this

13. This becomes available only when text is selected.

14. The button you press to access the Help pane

15. What you do if a dialog box covers an area of your document

17. A paper printout is also referred to a _____.

18. What is advantage of using shortcuts?

Down

1. This is found at bottom of your document and has NO shortcuts on it

2. The name of the special tab that appears on the Ribbon when part of the document is selected

4. A button that opens a dialog box

6. On the Ribbon a set of related commands is called a _____.

7. When you open any Microsoft Office application, this tab is active on the Ribbon.

9. In a Microsoft Office application, the item at top of document that contains most of the commands used to perform tasks

11. You use this to navigate a file - found on the side and/or bottom of a document

12. If a setting is cleared (unchecked) in a dialog box it is turned _____.

16. The command found by default on the Quick Access Toolbar