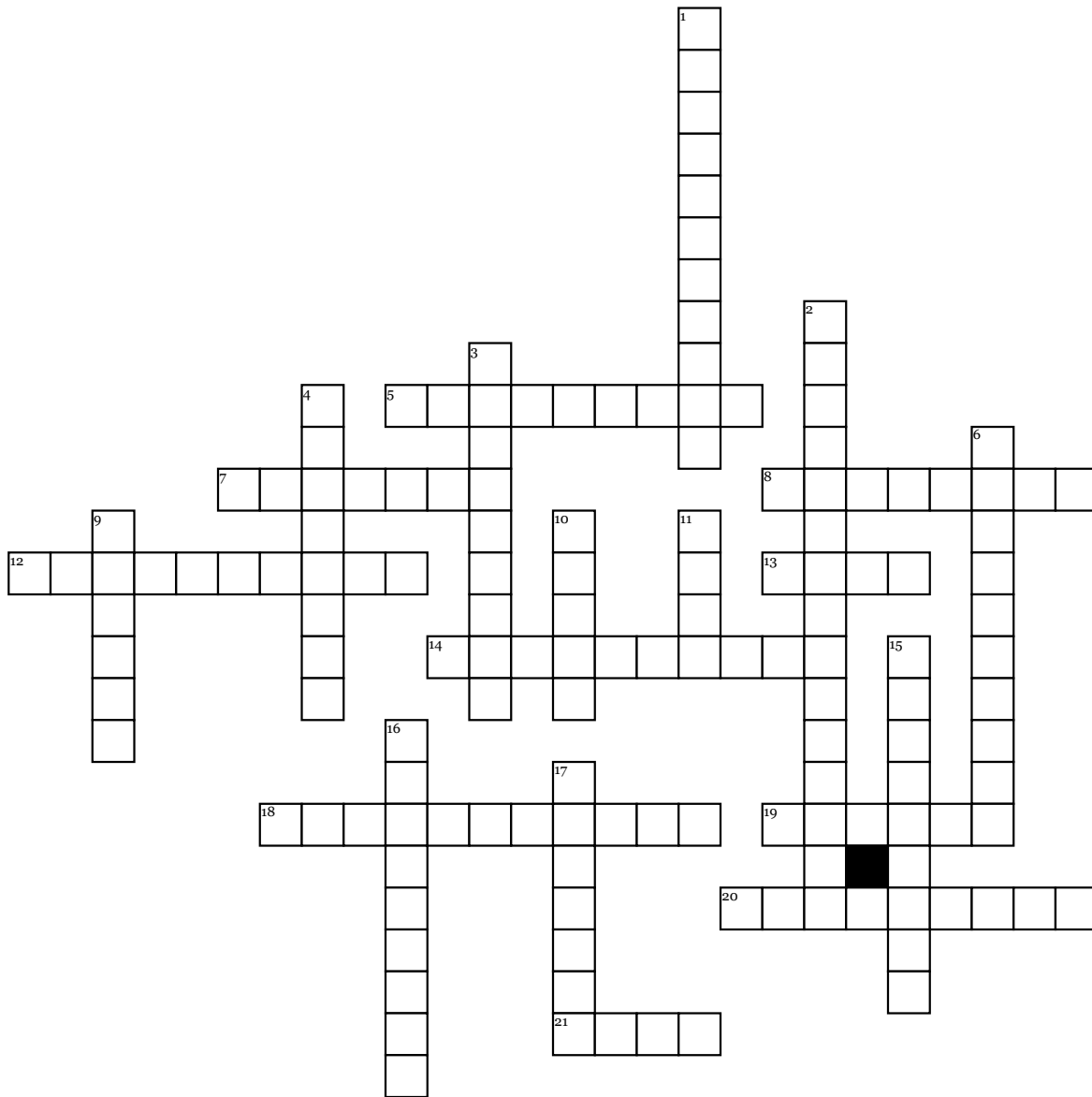# Key Applications

Across

5. These are predisigned formulas used in Excel

7. This button inserts common formulas such as Sum, Average, Count Numbers, Min, and Max

8. The automatic process of wrapping text from one line to the next

12. A proofing tool that identifies misspelled words in a document by comparing them against the words in a dictionary

13. A word-processing program used to create letters, reports, and research papers

14. A presentation graphics program used to organize and present information

18. A semitransparent toolbar that displays when you select text and contains buttons for formatting

19. Contains tabs and commands divided into groups

20. A feature that finds synonyms, antonyms, and related terms for a particular word

21. Contain commands and features organized into groups

Down

1. The vertical spacing between lines of text

2. Contains several different programs, including Word, Excel, PowerPoint, and Access

3. An enterance, exit, or motion effect applied to an element in a slide

4. Displays the file name followed by the program name

6. The way in which one slide is removed from the screen and the next slide displays when running a presentation

9. The text that appears at the top of every page

10. A spreadsheet program used to analyze and evaluate numerical and financial information

11. Reverses most recent action

15. A temporary area of memory that holds text while it is being moved or copied to a new location in the document or to a different document

16. The horizontal and vertical lines defining cells in a worksheet

17. A predesigned image, usually created by hand or using computer-aided graphic programs