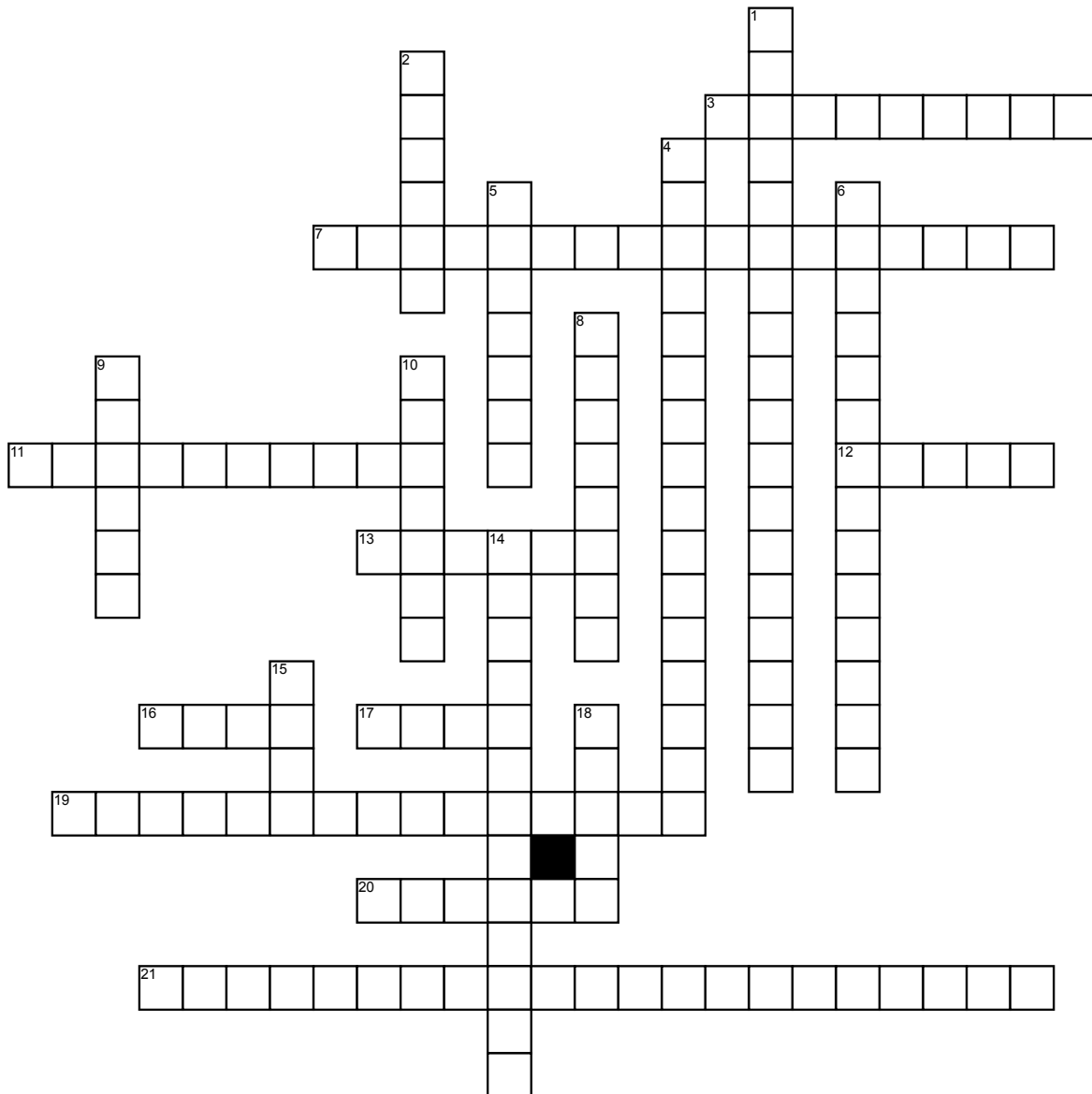# Lesson 1 Vocab

Across

3. A box that displays additional options or information you can use to execute commands.

7. A small arrow in the lower-right corner of the group.

11. A format style that aligns text along the left margin

12. The large "I" created when users place the cursor near the insertion point.

13. A tool that is divided into eight that contain groups.

16. A button in the Quick Access Toolbar that saves an existing document.

17. Eight areas of activity on the Ribbon that contain groups or collections of related Word commands.

19. A style that requires no punctuation after the salutation or the closing.

20. A command that repeats a user's last action.

21. Symbols for certain formatting commands that can help users create and edit documents.

Down

1. A toolbar that contains commands that users use more often, such as Save, Undo, and Redo.

2. A dialog box that will save a document in a specific format.

4. A style that requires a colon after the salutation and a comma after the closing.

5. An instruction users give Word by clicking a button or entering information into a command box.

6. The blinking point at the upper-left side of the document where you will begin creating your text.

8. An option that enables users to set document properties.

9. Collections of related Word commands

10. A tool that enables users to visually check your document for errors before printing.

14. A tool that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane that can be customized to meet users' needs.

15. A list of options

18. To send a document to a printer.