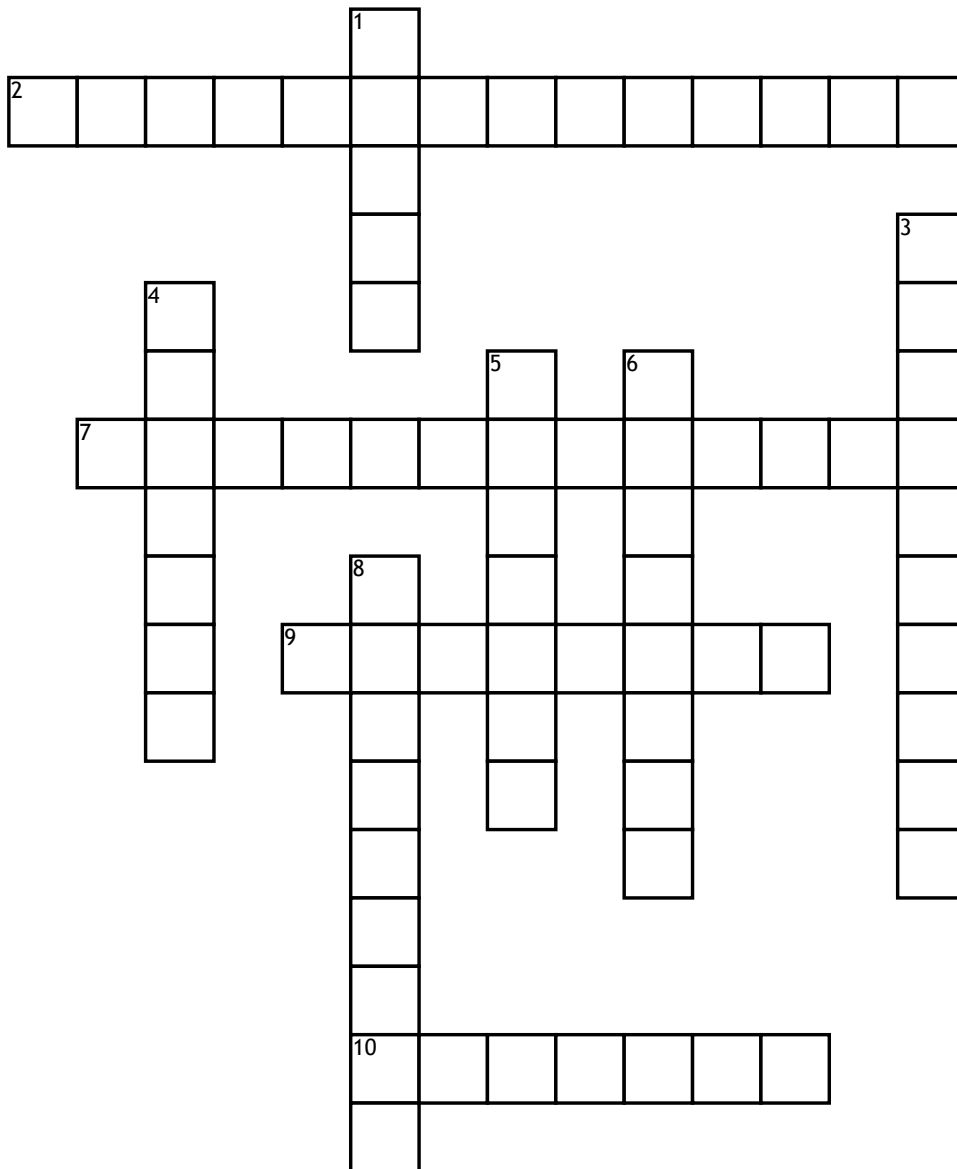


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Lesson 7



## Across

2. Built-in reusable content such as text, graphics, and objects that can be easily managed and inserted in a document for a quick format.
7. A set of predefined formatting options that includes theme colors, fonts, and effects.
9. Text entries that are inserted automatically when you type a specific set of characters.
10. An invisible text in which you can insert text and/or graphics

## Down

1. A placeholder where Word inserts content in a document. Word automatically uses fields when specific commands are activated, such as those for inserting dates, page numbers

3. Built-in text that displays lightly behind the main text conveying the sensitivity of the document

4. A large initial letter that drops down two or more lines at the beginning of a paragraph to indicate that a new block of information is beginning and to give interest to newsletters or magazine articles.

5. A symbol that enables most of the languages of the world to be symbolized with a specific identification character

6. A tool that allows users to pick a specific font and font size

8. A sentence or other text displayed within a box for emphasis and free movement