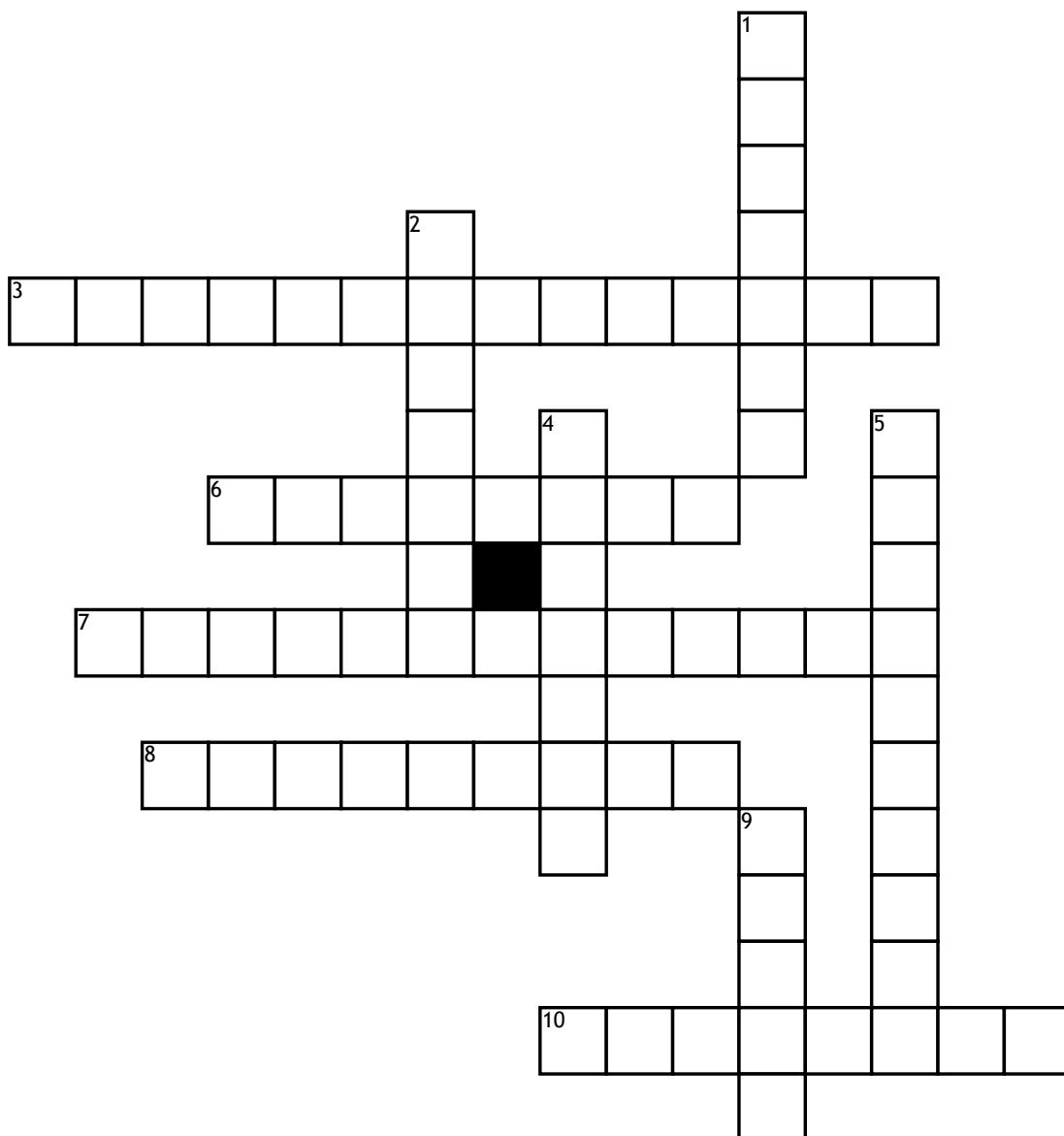


# Lesson 7



## Across

- 3. Built-in reusable content such as text, graphics, and objects that can easily be managed and inserted in a document for a quick format
- 6. Text entries that are inserted automatically when you type a specific set of characters
- 7. A set of predefined formatting opinions that includes theme colors, font, and effects
- 8. A sentence or other text displayed with a box on the page for emphasis and for ease of movement; often used along with drop caps in newsletters, advertisements, and magazines
- 10. A feature that allows a user to set a specific font and font size

## Down

- 1. 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
- 2. A symbol that enables most of the languages in the world to be symbolized with a special character identification
- 4. An invisible, formatted box in which you can insert and position text in a box and/or graphic objects
- 5. Built-in text that displays lightly behind the document's main text conveying the sensitivity of the document such as, confidential, draft, or urgent
- 9. 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, and a table of contents