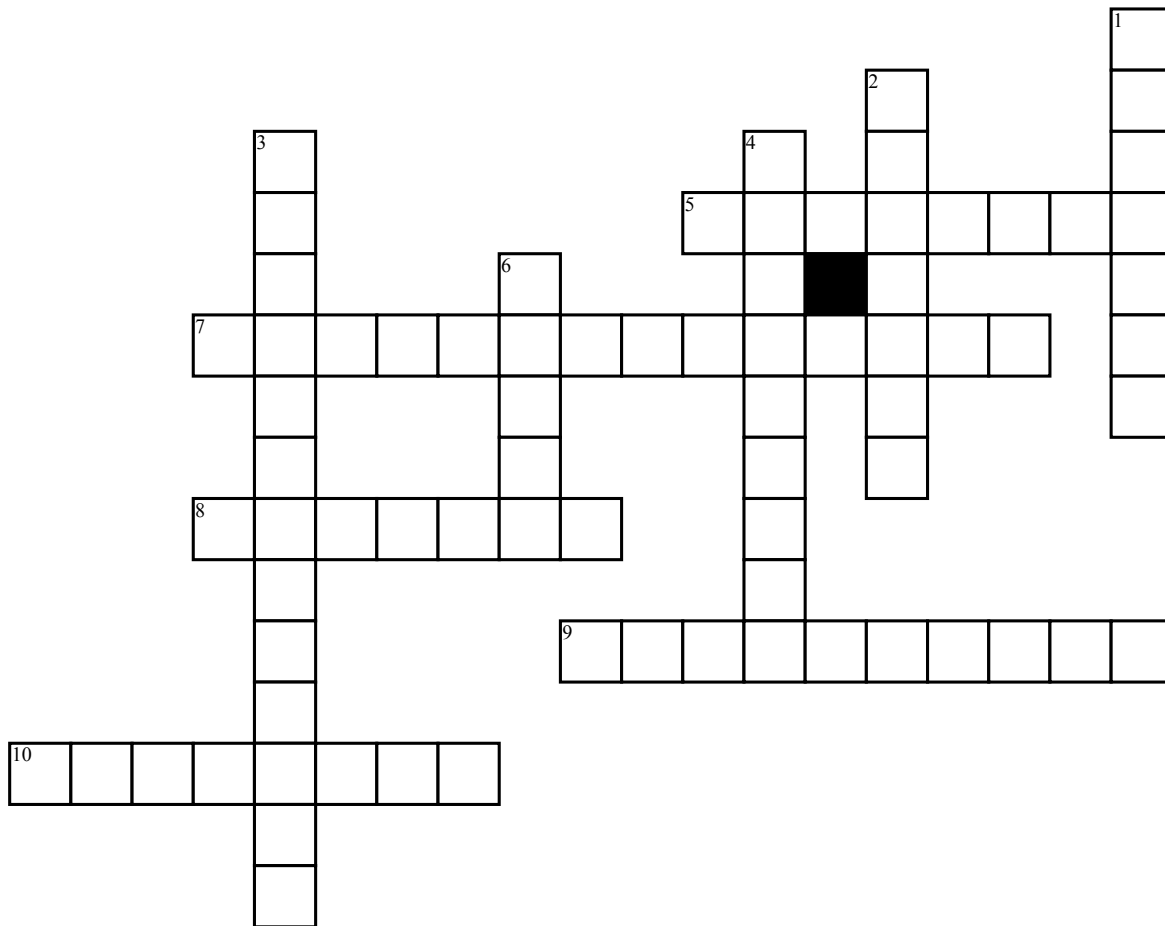# Lesson 7

Across

5. Text entries that are inserted automatically when you type a specific set of characters

7. Built-in reuasble content such as text, graphics, and objects that can be easily managed and inserted in a document for a quick format

8. A symbol that enables most of the languages in the world to be symbolized with a special character identification

9. Built-in text that display lightly behind the document's main text conveying the sensitivity of the document

10. A feature that allows a user to set a specific font and font size

Down

1. An invisible, formatted box in which you can insert and position text and/or graphic objects

2. 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

3. A set of predefined formatting options that include theme colors, fonts, and effects

4. A sentence or other text displayed within a box on the page for emphasis and for ease of movement

6. A placeholder where Word inserts content in a document .