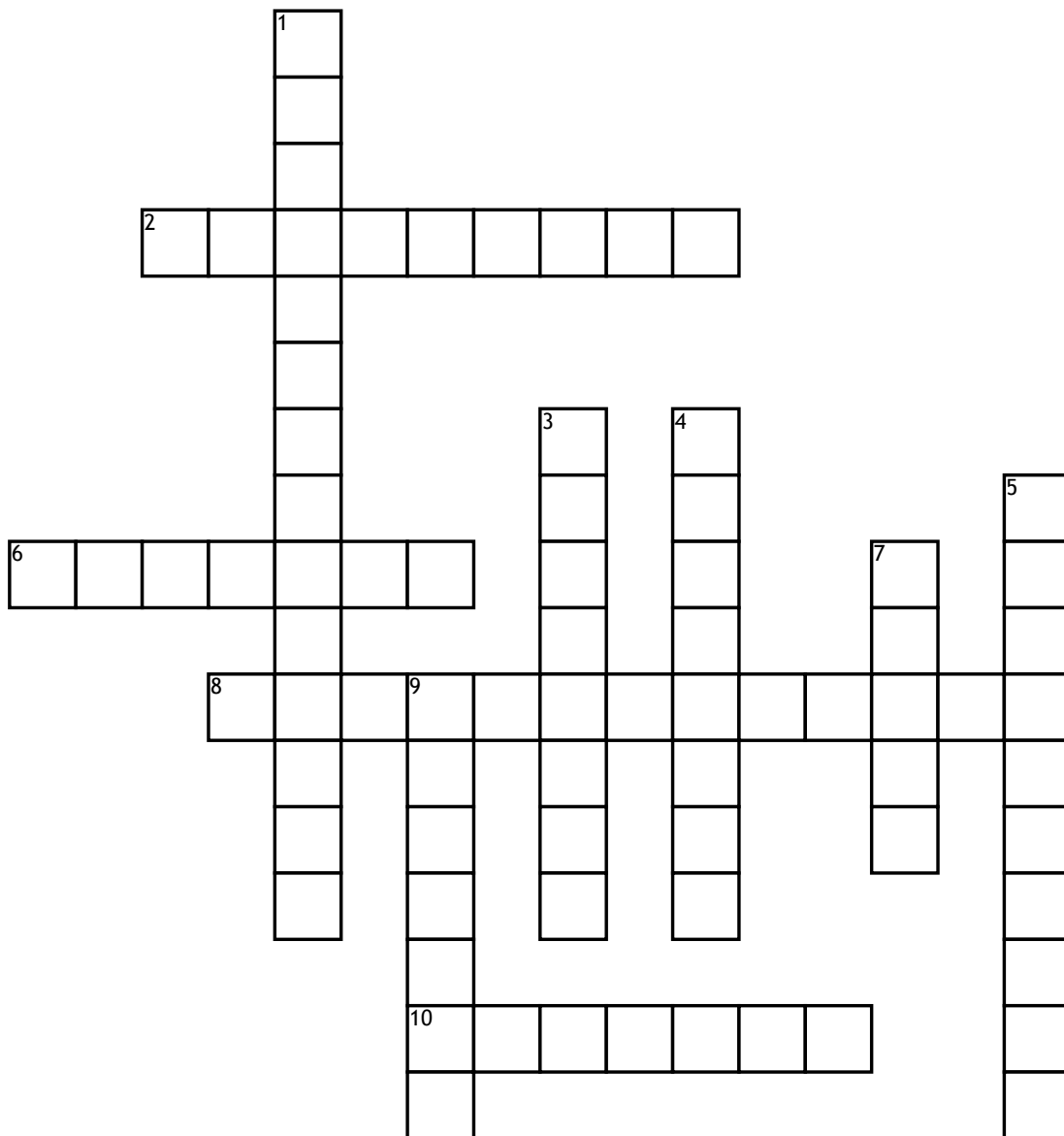


Lesson 7



Across

- 2. A sentence or other text displayed within a box on the page for emphasis and for ease of movement
- 6. An invisible, formatted box in which you can insert and position text and/or graphic objects.
- 8. Set of predefined formatting options that includes colors, font, and effects
- 10. A large initial letter that drops down two or more lines

Down

- 1. Built in reusable content that can be easily formatted
- 3. A feature that allows a user to set a specific font and font size
- 4. Text that is inserted automatically when you type a specific set of characters
- 5. Built in text that displays lightly behind the documents main text
- 7. A placeholder where Word inserts content in a document
- 9. A symbol that enables most of the languages in the world to be symbolized with a special character identification