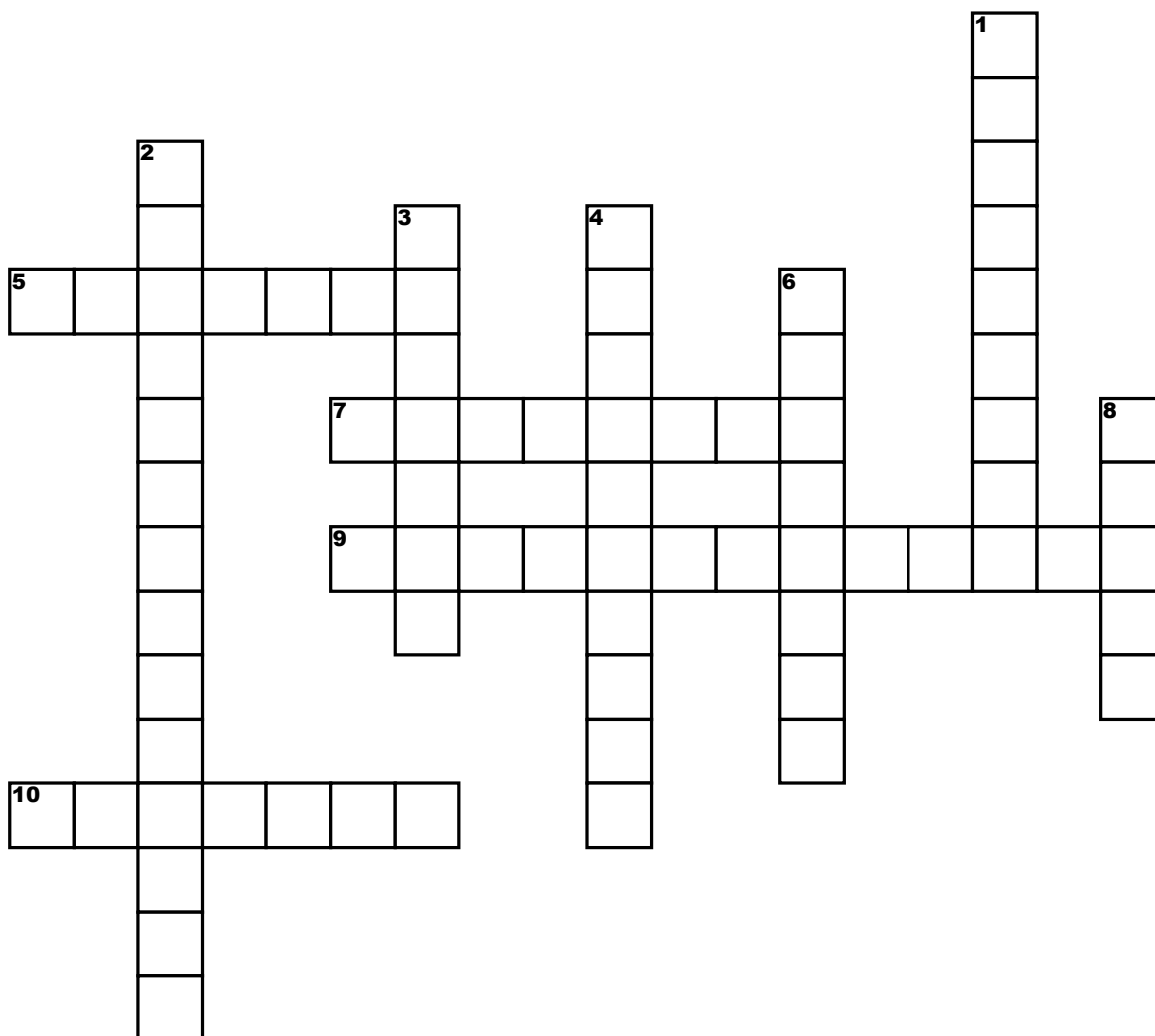


Lesson 7



Across

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

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

9. A set of predefined formatting options that includes theme colors, fonts, and effects.

10. 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

Down

1. A sentence or other text displayed within a box on the page for emphasis and for ease of movement; often used along with drop caps in newsletters, advertisements, and magazines.

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.

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

4. Built-in text that display lightly behind the document's main text conveying the sensitivity of the document, such as, confidential , draft , or urgent

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

8. 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.