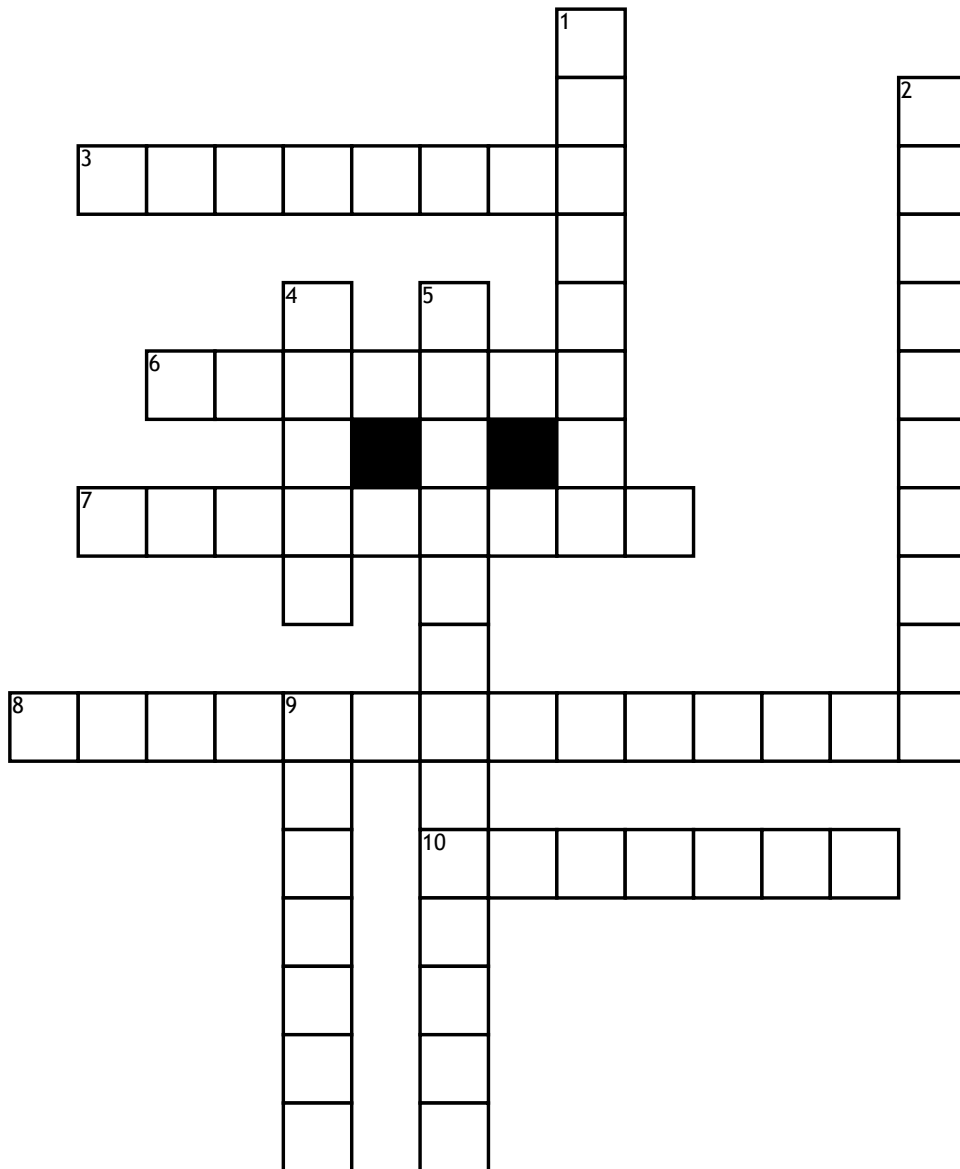


Name: _____

Date: _____

Lesson 7



Across

3. A feature that allows a user to set a specific font and font size.
6. A command that allows users to cancel or undo their last command or action.
7. A sentence or other text displayed within a box on the page for emphasis and for ease of movement.
8. Contains built-in reusable content such as text, graphics, and objects.
10. An invisible, formatted box in which you can insert and position text and/or graphic objects.

Down

1. Text entries that are inserted automatically when you type a specific set of characters.
2. Built-in text that display lightly behind the document's main text.
4. A placeholder where Word inserts content in a document.
5. A set of predefined formatting options that includes theme colors, fonts, and effects.
9. A large initial letter that drops down two or more lines at the beginning of a paragraph.