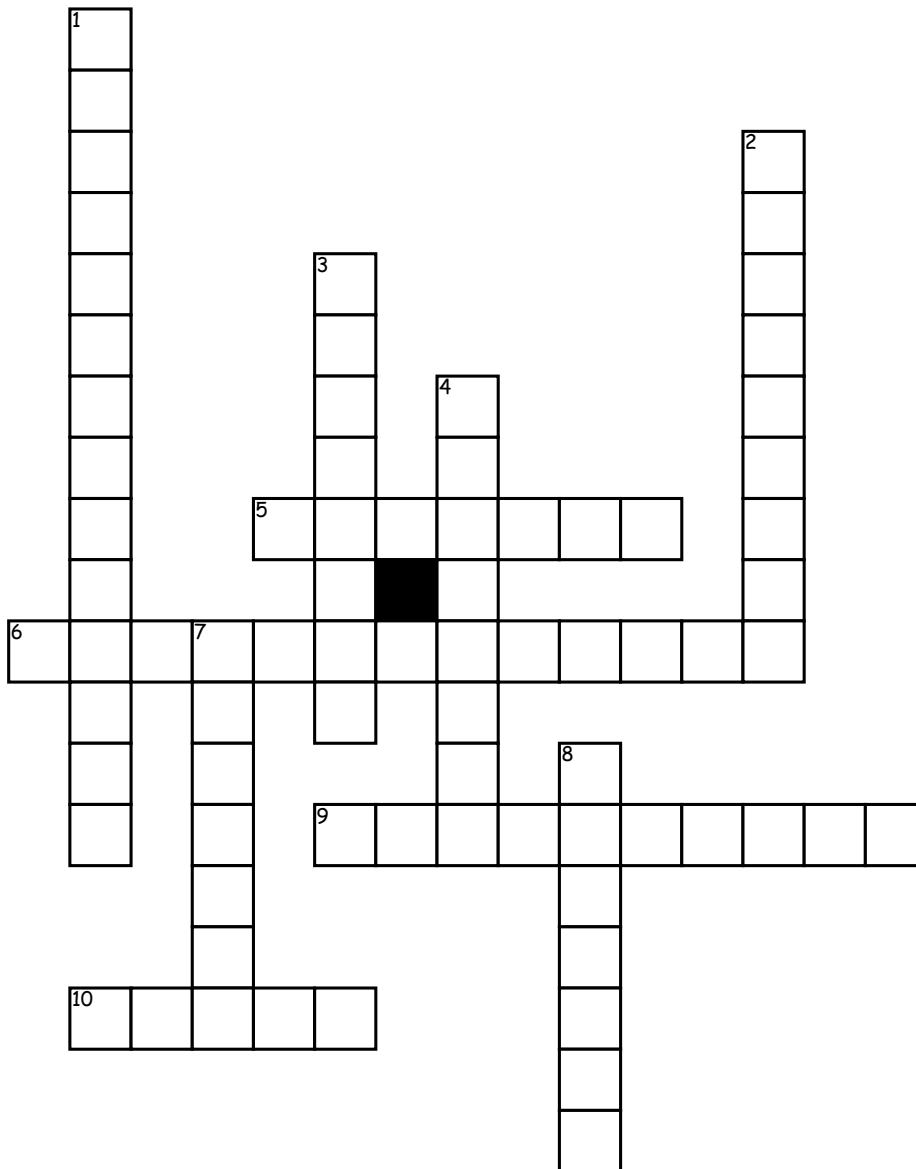


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Lesson 7



## Across

- 5.** An invisible formatted box in which you can insert a position text and/or graphic object.
- 6.** A set of predefined formatting options that includes theme colors, fonts, and effects.
- 9.** Built-in text that display lightly behind the document's main text conveying the sensitivity of the document main text conveying the sensitivity of the document, such, confidential, draft, or urgent.
- 10.** 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.

## Down

- 1.** Built-in reusable content such as text, graphics and objects that can easily managed and inserted in a document for a quick format.

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

- 3.** A feature that allows a user to set a specific font and font size.

- 4.** Text entries that are inserted automatically when you type a specific set of characters.

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

- 8.** 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 gibe interest to newsletter or magazine articles.