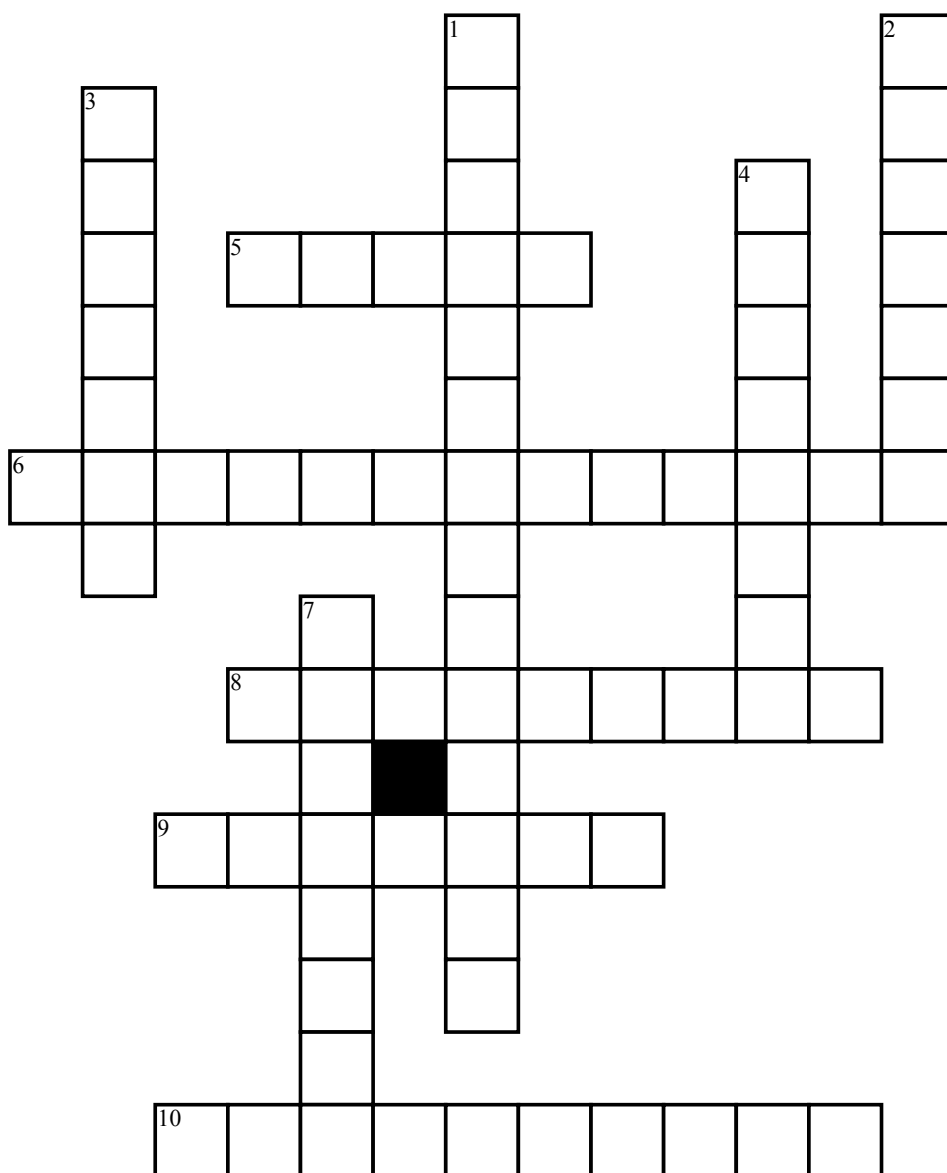


Lesson 7 Key Terms



Across

5. A placeholder where Word inserts content into a document.
6. A predefined formatting option that includes theme fonts, colors and effects.
8. A selection of text that is pulled out or quoted from a larger selection of text.
9. A large initial letter that drops down two or more lines at the beginning of a paragraph.
10. Built-in text that display lighted behind words.

Down

1. Built-in reusable content (text, graphics, and objects).
2. Symbols are represented by this character code.
3. A formatted box where you can insert and/or move text or graphics.
4. Predefined styles with fonts and paragraph spacing defined.
7. Add texts automatically when you type the first few characters.