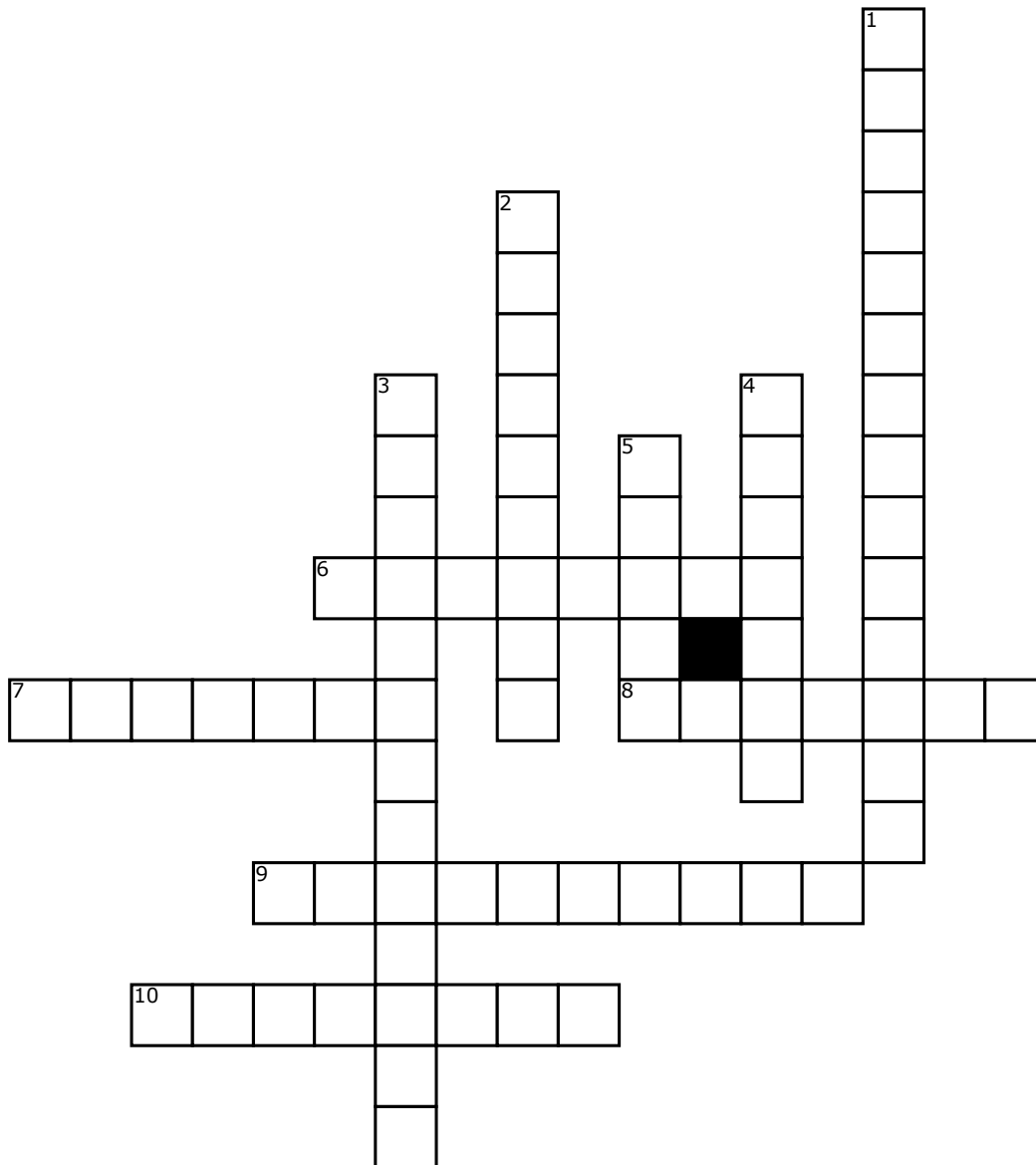


# Lesson 7 Terms



## **Across**

- 6.** 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 give interest to newsletters or magazine articles.
- 9.** Built-in text that display lightly behind the document's main text conveying the sensitivity of the document, such as, confidential, draft, or urgent
- 10.** A feature that allows a user to set a specific font and font size.

## **Down**

- 1.** Built-in reusable content such as text, graphics, and objects that can be 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 ease of movement; often used along with drop caps in newsletters, advertisements, and magazines.
- 3.** A set of predefined formatting options that includes theme colors, fonts and effects.
- 4.** An invisible, formatted box in which you can insert and position text and/or graphic objects.
- 5.** 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.