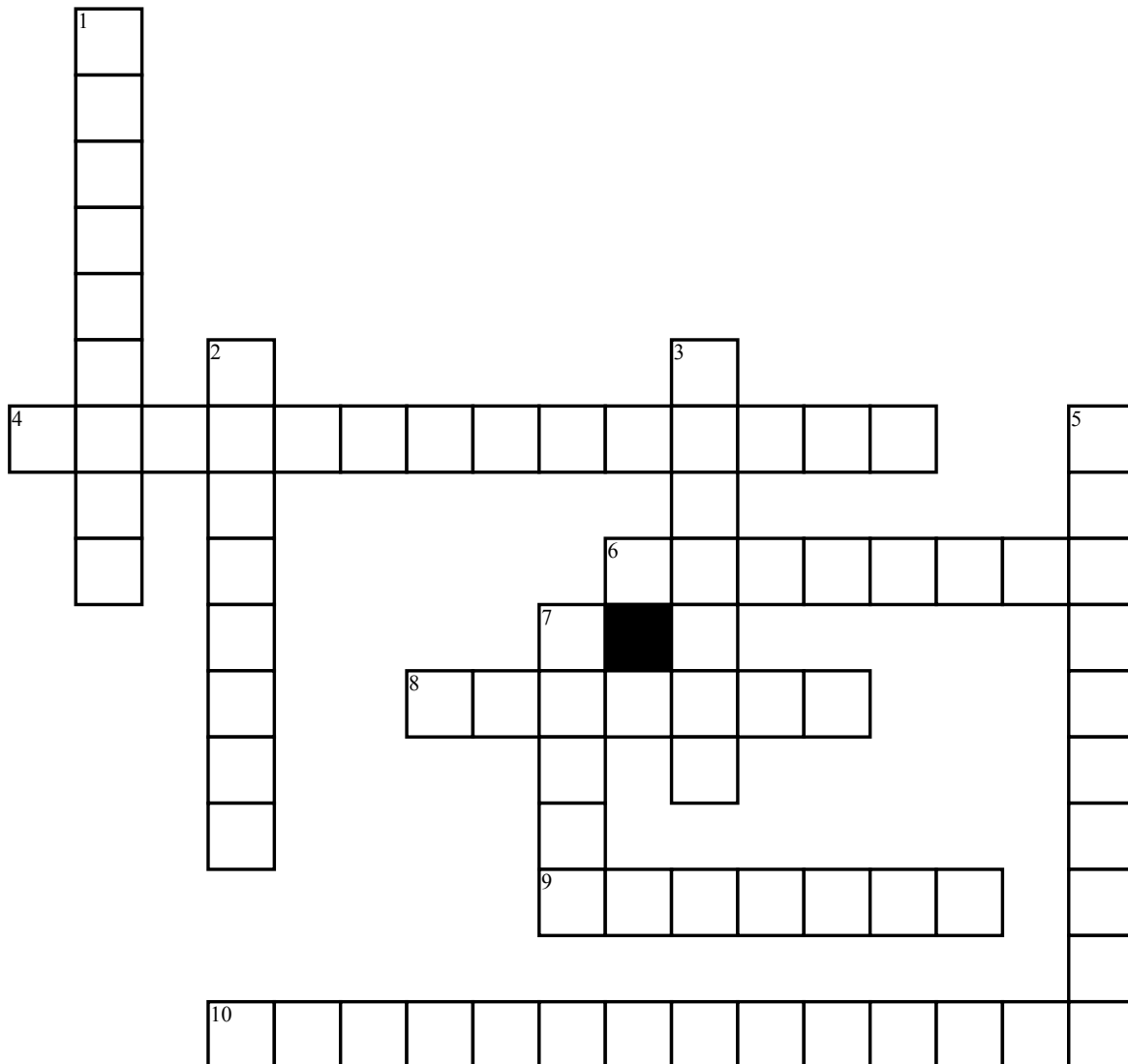


Lesson 7 Terms



Across

4. A Set of Predifined Formatting Options
6. A feature that allows a user to set a specific font and font size
8. A symbol that enables most of the languages in the world to be symbolized with a special character identification
9. A large initial letter that drops down two or more lines at the beginning of a paragraph
10. Built in reusable content such as text

Down

1. A sentence or other text displayed within a box onthe page for emphasis and for ease of movement
2. Text entries that are inserted automatically
3. An invisible, formatted box in which you can insert and position text and/or graphic objects
5. Built-in text that display lightly behind the document's main text conveying the sensitivity of the document, such as, confidential, draft, or urgent
7. A placeholder where Word inserts content into a document