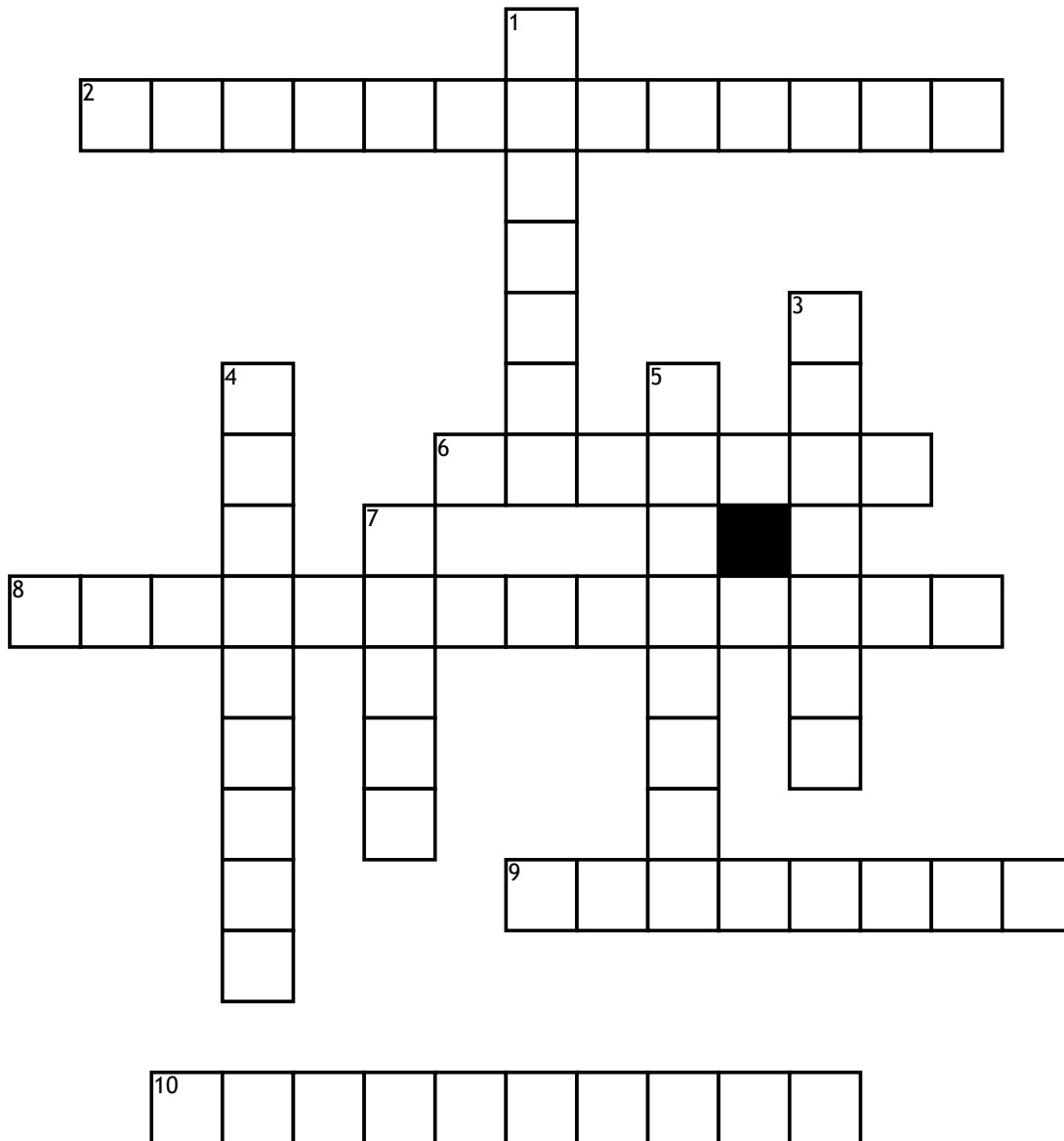


# Lesson 7 Vocabulary Terms



## Across

2. Information that identifies the creator of the document, date the document was created, subject, category, and keywords that can be used to search for the document.
6. An invisible, formatted box in which you can insert and position text and/or graphic objects.
8. Built-in reusable content such as text, graphics, and objects that can be easily managed and inserted in a document for a quick format.
9. Text entries that are inserted automatically when you type a specific set of characters.
10. Built-in text that display lightly behind the document's main text conveying the sensitivity of the document.

## Down

1. A symbol that enables most of the languages in the world to be symbolized with a special character identification.
3. 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.
4. A sentence or other text displayed within a box on the page for emphasis and for ease of movement.
5. A feature that allows a user to set a specific font and font size.
7. A placeholder where Word inserts content in a document.