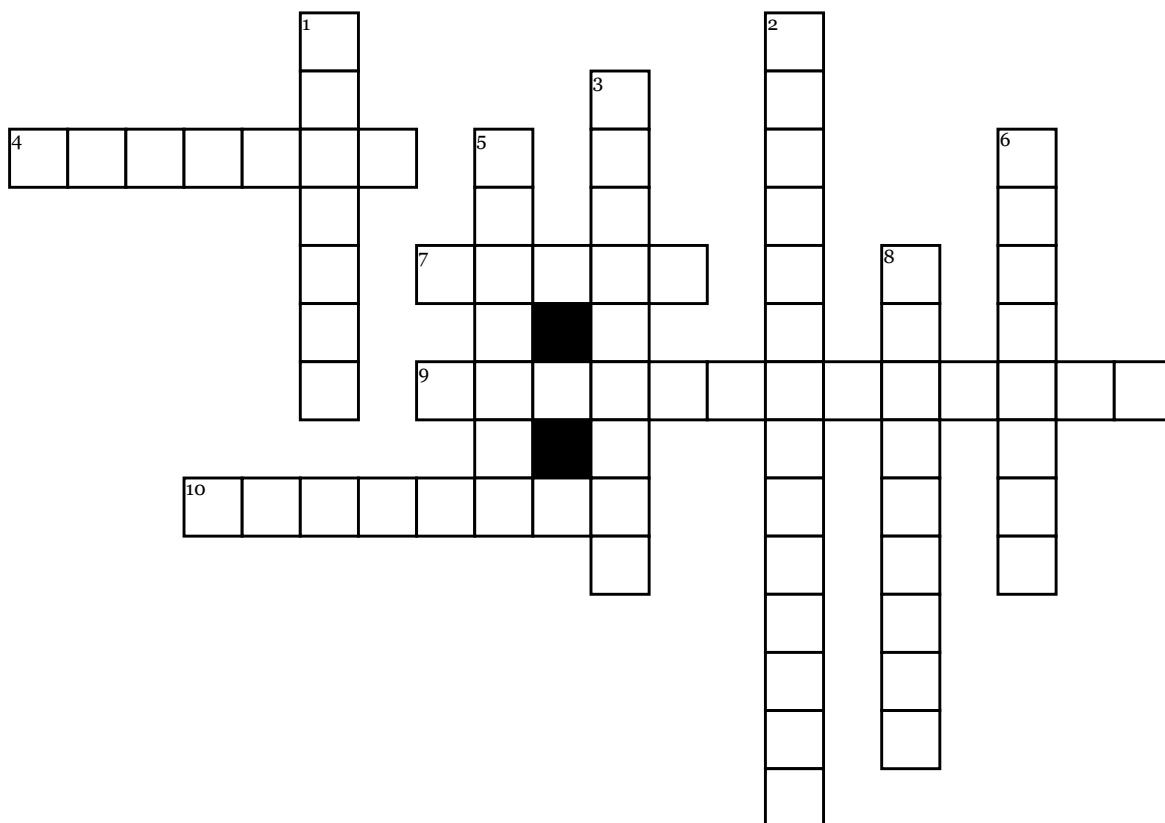# Lesson 7

Across

4. Invisible, formatted box in which text and graphics may be placed.

7. A place holder Word inserts content in a document automatically when the command is activated

9. Predefined set of formatting options: that includes theme, font, and effects.

10. Text entries that are automatically inserted when you type a specific set of characters.

Down

1. Large first letter that drops down a line or two at the beginning or a paragraph.

2. Pr-existing content that can be placed into a document for quick formatting.

3. Text displayed within a box for emphasis.

5. A symbol that enables most langues to be symbolized with a certain character.

6. Feature that allows a user to set a specific font and font size.

8. Built-in text that is displayed lightly behind everything else in the document.