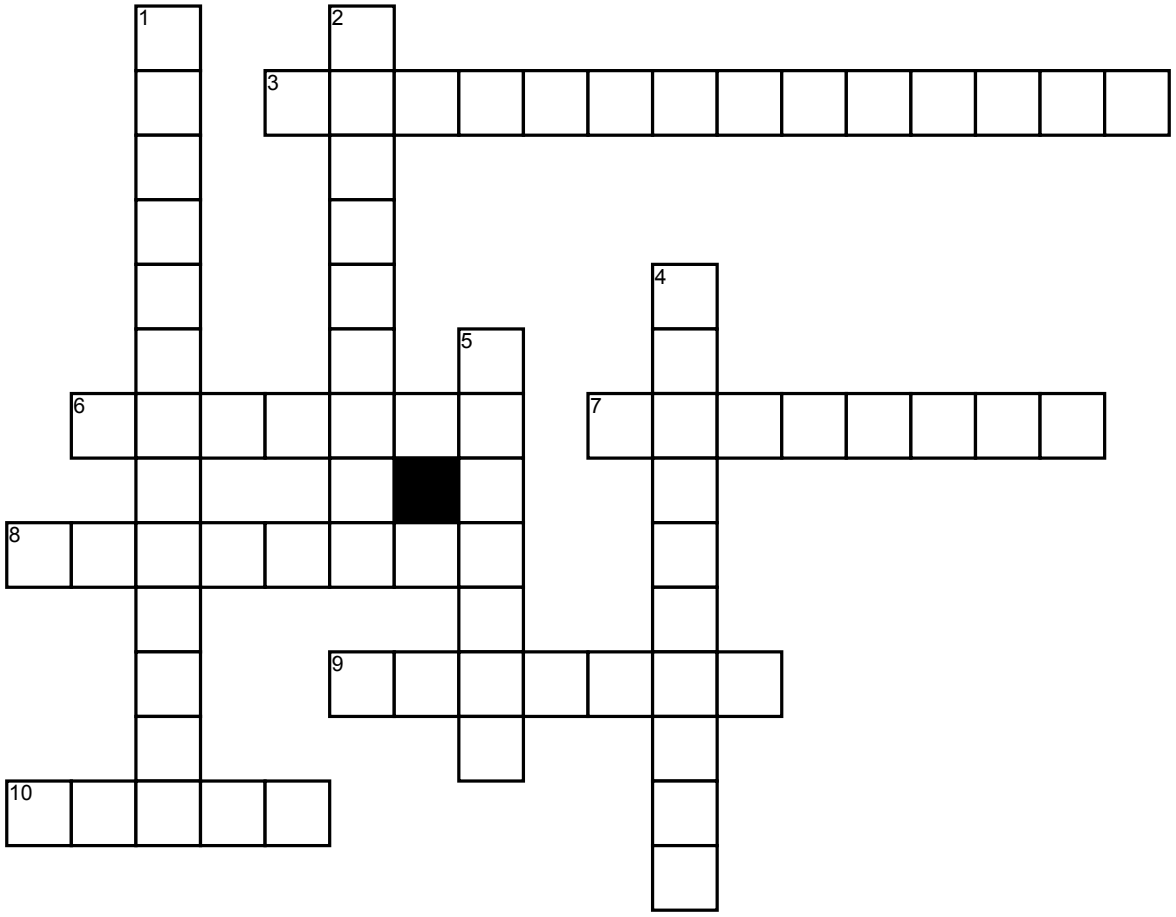
Name: _____ Date: _____ Period: _____

# Lesson 7




**Across**

**3.** Built-in reusable content such as text, graphics that can be easily managed

**6.** A symbol that enable most of the languages in the world to be symbolized with a special character identification

**7.** A feature that allows a user to set a specific font and font size

**8.** Text entries that are inserted automatically when you type specific set of characters

**9.** A large initial letter that drops down two or more lines at the beginning of a paragraph

**10.** A placeholder where Word inserts contents in a document

**Down**

**1.** A set of predefined formatting options that includes theme colors, fonts and effects

**2.** A sentence or other text displayed within a box on the page emphasis and for ease of movement

**4.** Built-in text that display lightly behind the document's main text

**5.** An invisible, formatted box in which you can insert and position text and/or graphic objects

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