Name: _____   Date: _____   Period: _____
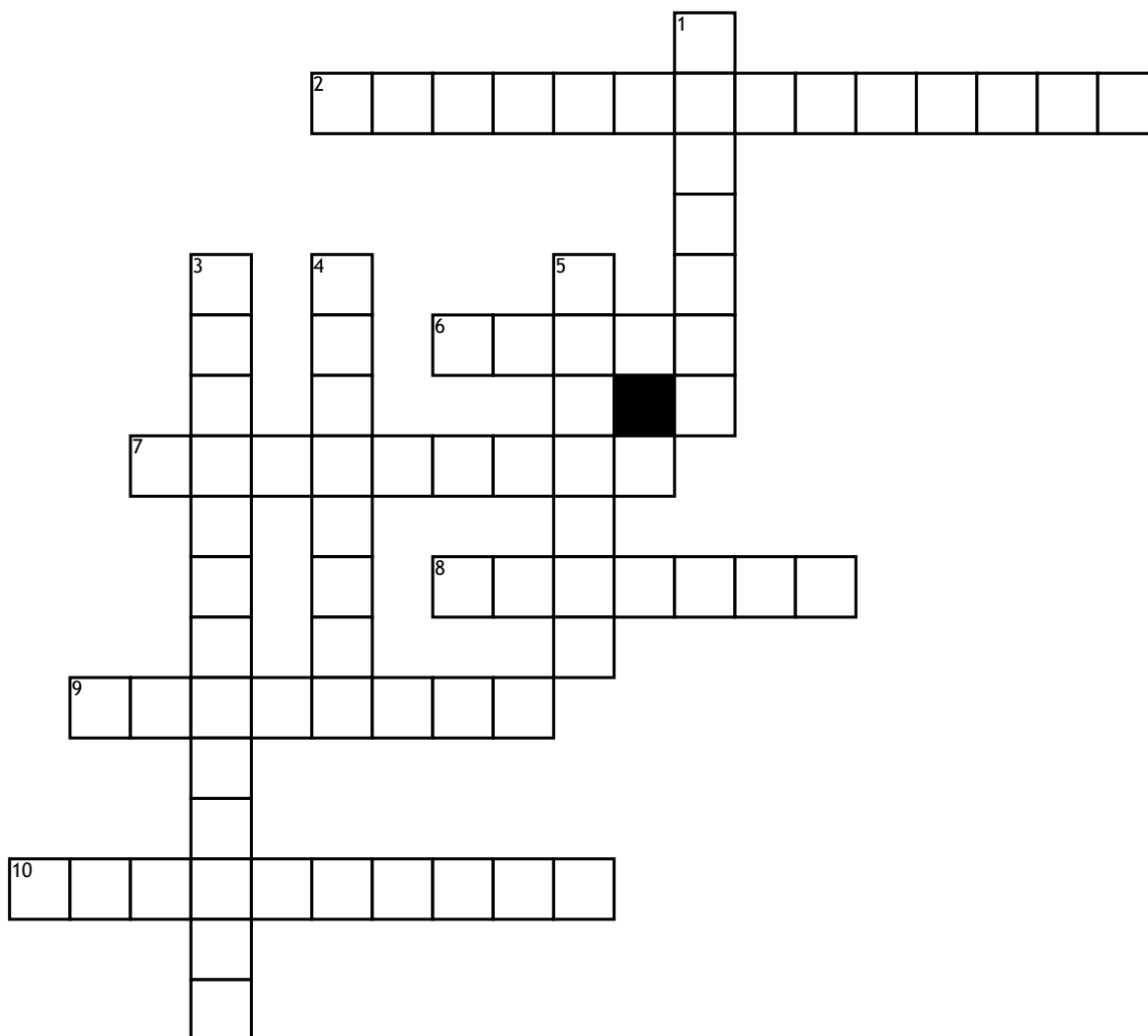
Lesson 7

Across

2. Built-in reusable content such as text, graphics, and objects that can be easily managed.

6. A placeholder where Word inserts content in a document.

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

8. The first letter of a paragraph that's of a much bigger size than the rest that follow.

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 identify cation.

3. A set of formatting choices that include a set of theme colors, theme fonts, theme effects.

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

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