

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Period: \_\_\_\_\_

# MICROSOFT WORD TERMINOLOGY

T L Q H K Z L J B O H H X O B T X E T F R E M G  
X V U A J J S O U F B H C Y X O B G O L A I D K  
E E N G D G P L L D Y T E X T W R A P A O X U V  
T O D E X C E L L W C H A N G E C A S E O O C D  
T U E D P I N S E R T E Z I S T N O F D U L W L  
H T R I H M S X T G M R I B B O N W E R I J P O  
G L L A B F E E S U G N I R E B M U N P G B B B  
I O I L I T R G N I C A P S E N I L A H W T L O  
L O N O C W J U S T I F Y T W O O R E C A A V R  
H K E G T R O P I T R E C R E E T R P B J O R I  
G U S B L E F T A L I G N F Z X U G L M C E E E  
I X H O V W K L R M H Z O L T T T E V Z T I D N  
H T R X R M O E M O H O E X C Z M E E L A G A T  
E R W L E I V E F Z T A A I U J W X F V B B E A  
U A Y A T C U E Y E B S P D F U G M C F S J H T  
L D P U N R S M R G P D E S I G N W P L E G R I  
O R A N E O C U W B R I G H T A L I G N D C T O  
D O C C C S I N O W S G M E T R I X G B F G T N  
R W P H E O L B T U O Y A L E G A P S H A P E S  
O N O E S F A K Y J V T T N I O P R E W O P Z T  
W S R R D T T Z N G I L A X J O H V I P M Z P N  
B V D Z J A I M A R G I N S R E L U R L H T G O  
F F B L L G R O U P O F C O M M A N D S I Y Z F  
S R E D R O B E G A P F O N T C O L O R W C B Q

DIALOG BOX LAUNCHER  
TEXT EFFECTS  
DIALOG BOX  
FONT SIZE  
CLIP ART  
GMETRIX  
PICTURE  
INSERT  
RULER  
TABS

GROUP OF COMMANDS  
CHANGE CASE  
FONT COLOR  
MICROSOFT  
DROP CAP  
ITALICS  
CENTER  
RIBBON  
TABLE  
WORD

HIGHLIGHT TEXT  
ORIENTATION  
LEFT ALIGN  
NUMBERING  
TEXT BOX  
JUSTIFY  
DESIGN  
SHAPES  
BOLD

LINE SPACING  
PAGE LAYOUT  
POWERPOINT  
TEXT WRAP  
WORD ART  
MARGINS  
FOOTER  
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PAGE BORDERS  
RIGHT ALIGN  
CERTIPORT  
UNDERLINE  
BULLETS  
OUTLOOK  
HEADER  
EXCEL  
HOME