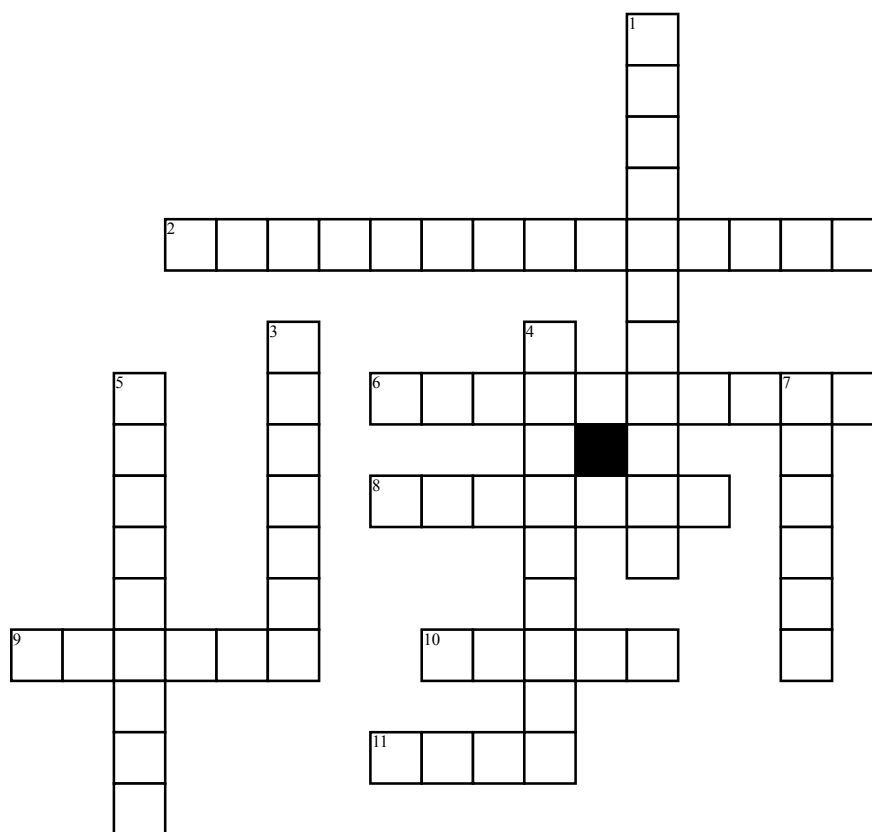


# MS Word



## Across

2. a computerized method of writing, editing, saving, and printing text. It can be used to create reports, letters and CVs
6. a feature that can verify the correct spelling of words in a document
8. the blank space to the left and right sides, and top and bottom of a page
9. the layout of a document for example the font, alignment, margins, and how text is arranged on a page
10. the mouse indicator in the word processor screen
11. It is the style or look of the letters in your text.

## Down

1. the number of blank spaces between lines of text.
3. preset options
4. the way lines of text are arranged relative to the edges of a block of text.
5. reading a document to detect and correct spacing, punctuation, capitalization, usage, and formatting errors
7. an on-screen visual indication of your active position within a screen. It is a vertical flashing line

## Word Bank

Default

Spell check

LineSpacing

Proofread

Cursor

Alignment

Format

Word Processing

Margins

Font

I-Beam