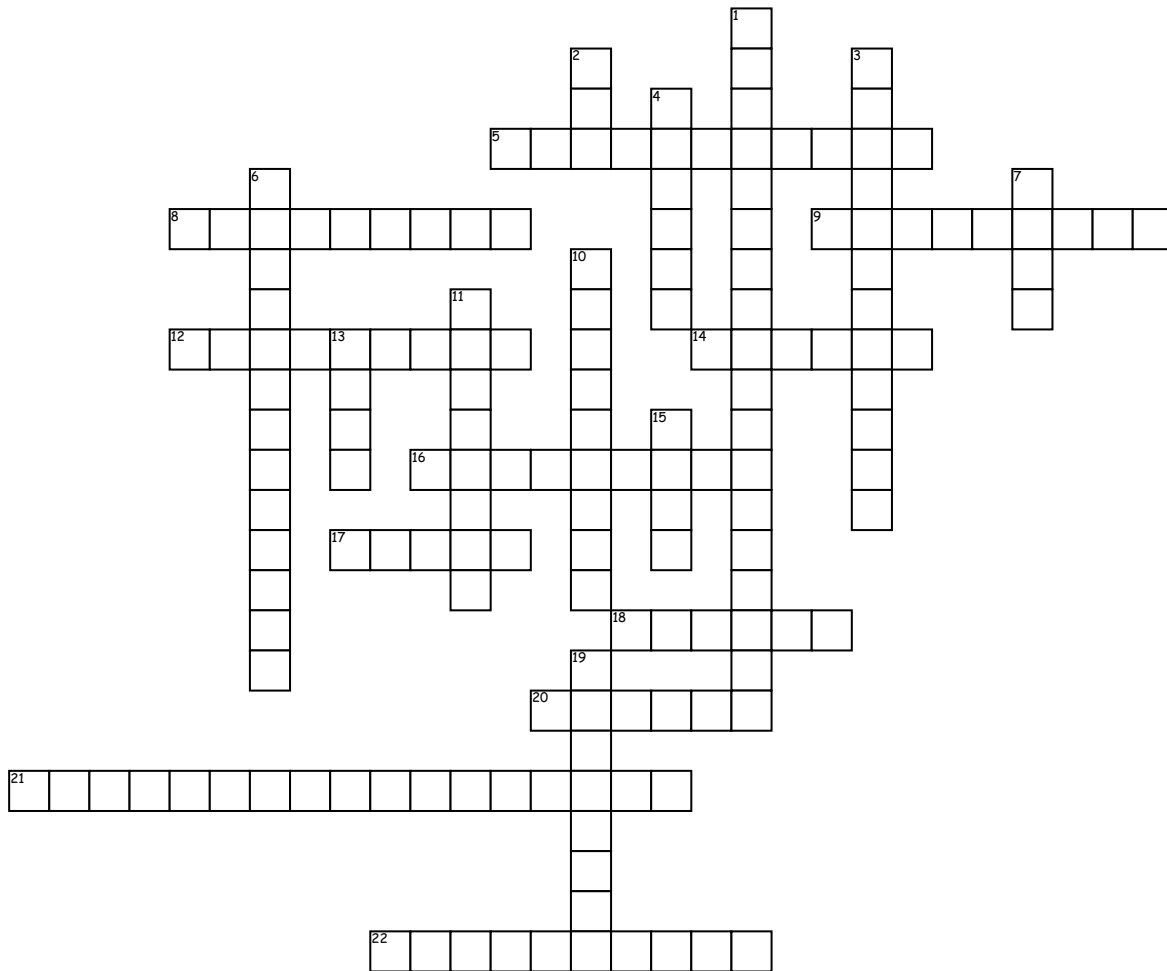


MS Word 2016



Across

5. A feature in Microsoft Office that automatically saves files at a set time so that in the event of a system failure, the files may be recovered.

8. A small area on a screen in which the user is prompted to provide information or select commands.

9. A temporary storage area where material cut or copied from a file is kept for pasting into another file.

12. A text alignment in which the text falls flush with both margins.

14. Section of the document that appears in the top margin.

16. A term used to describe how text is placed on the screen in relation to the margins.

17. Inserting a selection from the clipboard into your document.

18. The part at the top of the program that organizes and displays commands and tools.

20. Section of the document that appears in the bottom margin.

21. Keystrokes that can be used in place of clicking a button.

22. To arrange or put into a format.

Down

1. A customizable toolbar that contains a set of commands that are easily accessed above the ribbon.

2. Selecting data, deleting it from its original place, sending it to the clipboard for insertion into a new place in the document.

3. A function in the program which checks the spelling and grammar within a document.

4. The way commands and tools are organized within a ribbon tab.

6. Area where files and data about them is managed— creating, saving, printing, sharing, and setting options.

7. Selecting data, placing it on the clipboard for insertion back into the document in another place.

10. List of commands in the ribbon groups by tool categories.

11. A file that serves as a starting point for a new document.

13. A picture or graphic used to identify something in the program, such as a toolbar button.

15. A list of commands and choices.

19. Any file created in a Microsoft Office application, such as a Word text document or an Excel spreadsheet.