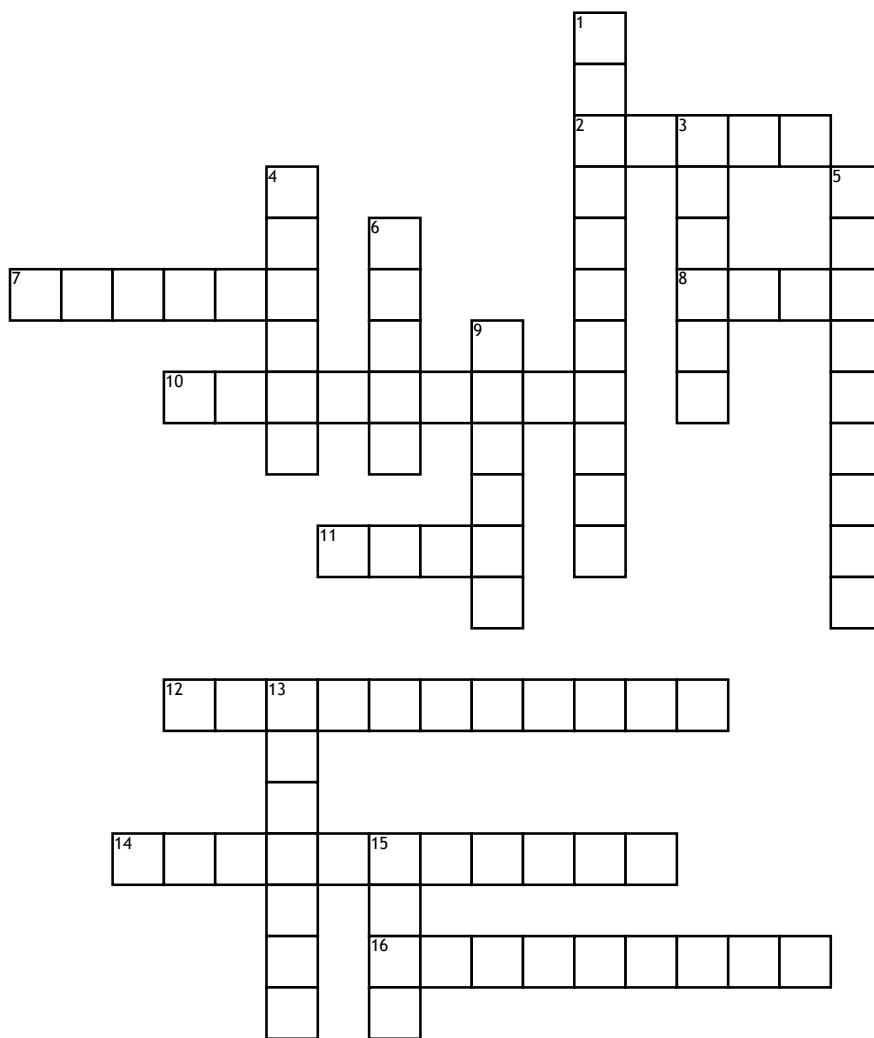


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Microsoft Word



## Across

2. To place a duplicate version of text or an image on a page  
7. Area at the bottom of a page  
8. To place emphasis on your text  
10. Left, right, centre or justified?

11. To store your work away for later  
12. Portrait or landscape?  
14. This is what 'app' stands for  
16. A large chunk of text

## Down

1. Breaking words between lines  
3. Special characters such as ©, ® and ™

4. The outer border of your page  
5. To place a line underneath your text  
6. To convert your document into a paper-format  
9. Area at the top of a page  
13. To place your text on a slant  
15. To duplicate text or an image

## Word Bank

FOOTER  
MARGIN  
APPLICATION  
COPY

ITALICS  
PASTE  
ALIGNMENT  
ORIENTATION

SYMBOL  
HYPHENATION  
UNDERLINE  
HEADER

BOLD  
PARAGRAPH  
PRINT  
SAVE