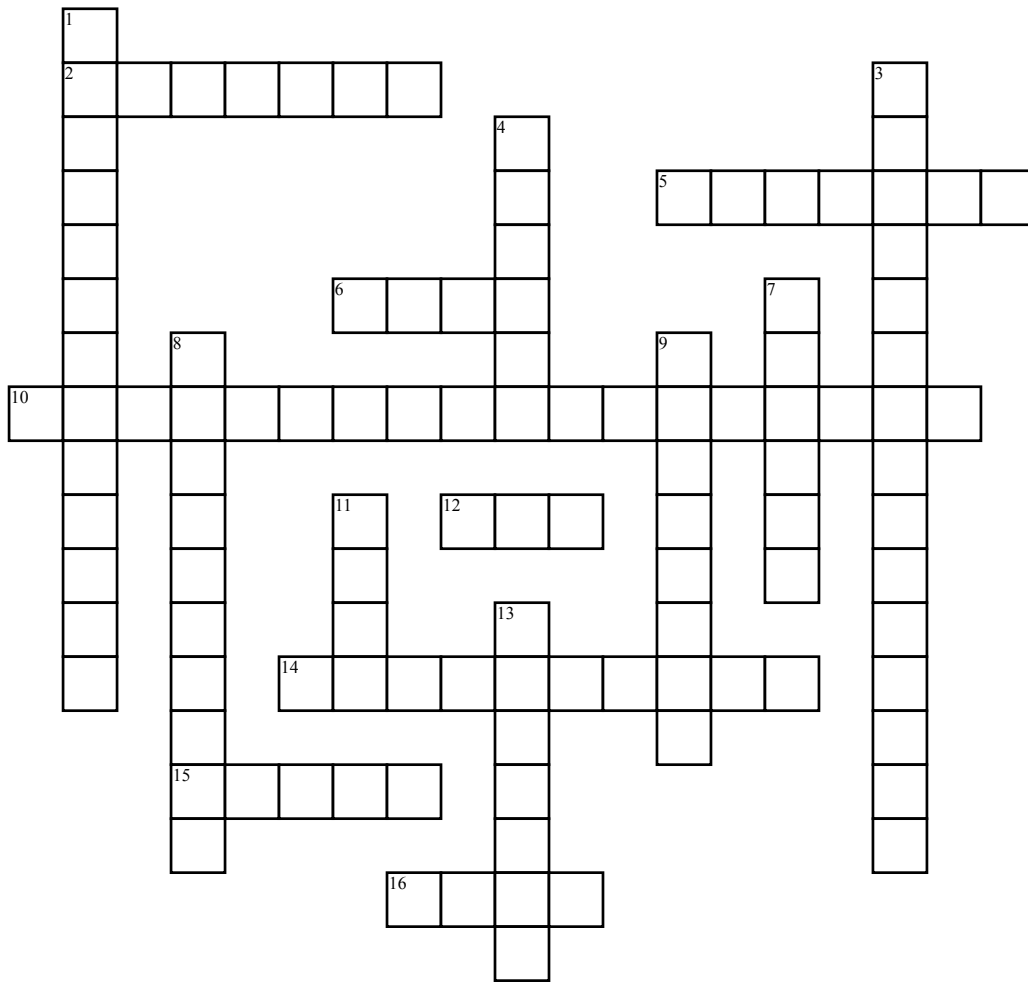


Microsoft Word



Across

2. Making changes or corrections in a document is called _____
5. This process takes an existing item in a document and creates a duplicate in a new location in the document
6. a digitally stored item that can be read by computer software
10. shortcuts to common commands like print, save, and undo that are located above the ribbon which is always visible
12. a set of related command groups located on the ribbon

14. The default editing view which is used to write and edit documents

15. appears at the top and side of the document
16. A set of characters that all use the same basic design

Down

1. a view showing how a document will appear when viewed as a web page
3. a view that shows how a document will appear when it is printed
4. to store the current open document with a new name or location

7. a small graphic, commonly a large dot, that starts each item in a list

8. allows you to move through the document and change the area of the document that is currently being viewed on the screen

9. a page orientation where the page is taller than it is wide

11. command used to reverse the last action that you performed

13. after an item is copied it is placed on the clipboard

Word Bank

- | | | | |
|----------------------|-------------|---------|-----------------|
| File | Normal view | bullet | Portrait |
| copying | ruler | tab | Font |
| quick access toolbar | editing | undo | scroll bars |
| Print Layout View | pasting | save as | Web Layout View |