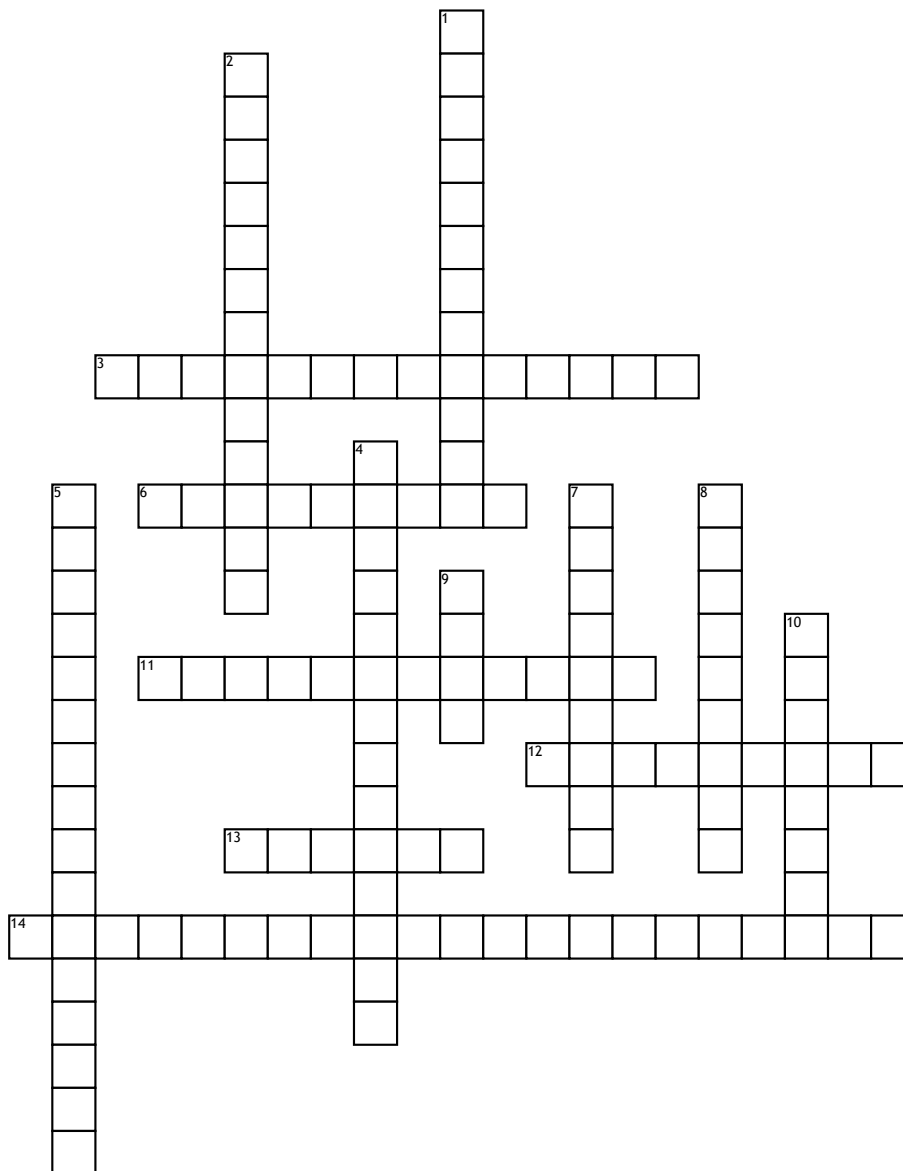


Name: _____

Date: _____

Microsoft Word Basics



Across

3. location where the text or object will be entered based on the location of the cursor

6. temporary storage area for items which have been cut or copied in a program prior to being pasted in another location

11. feature which moves a word to a new line to avoid overrunning the margin

12. sample files which contain some formatting and can be customized to serve as a starting point for a new document

13. black blinking line in the document to show the location where text or objects will be entered

14. symbols which appear on the screen but are not visible on the printed page identifying items such as spaces and paragraph marks

Down

1. narrow strip along the left page margin which automates the selection of text

2. a dot followed by three or four characters at the end of the file name used to show the file type

4. act of creating, editing and producing a text document

5. key combination which performs certain commands when pressed

7. position of lines in a paragraph in relation to the documents left and right margins

8. shade of the characters in a font set

9. makes a duplicate of the text and places it on the clipboard

10. height of an uppercase letter in a font set; measured in points