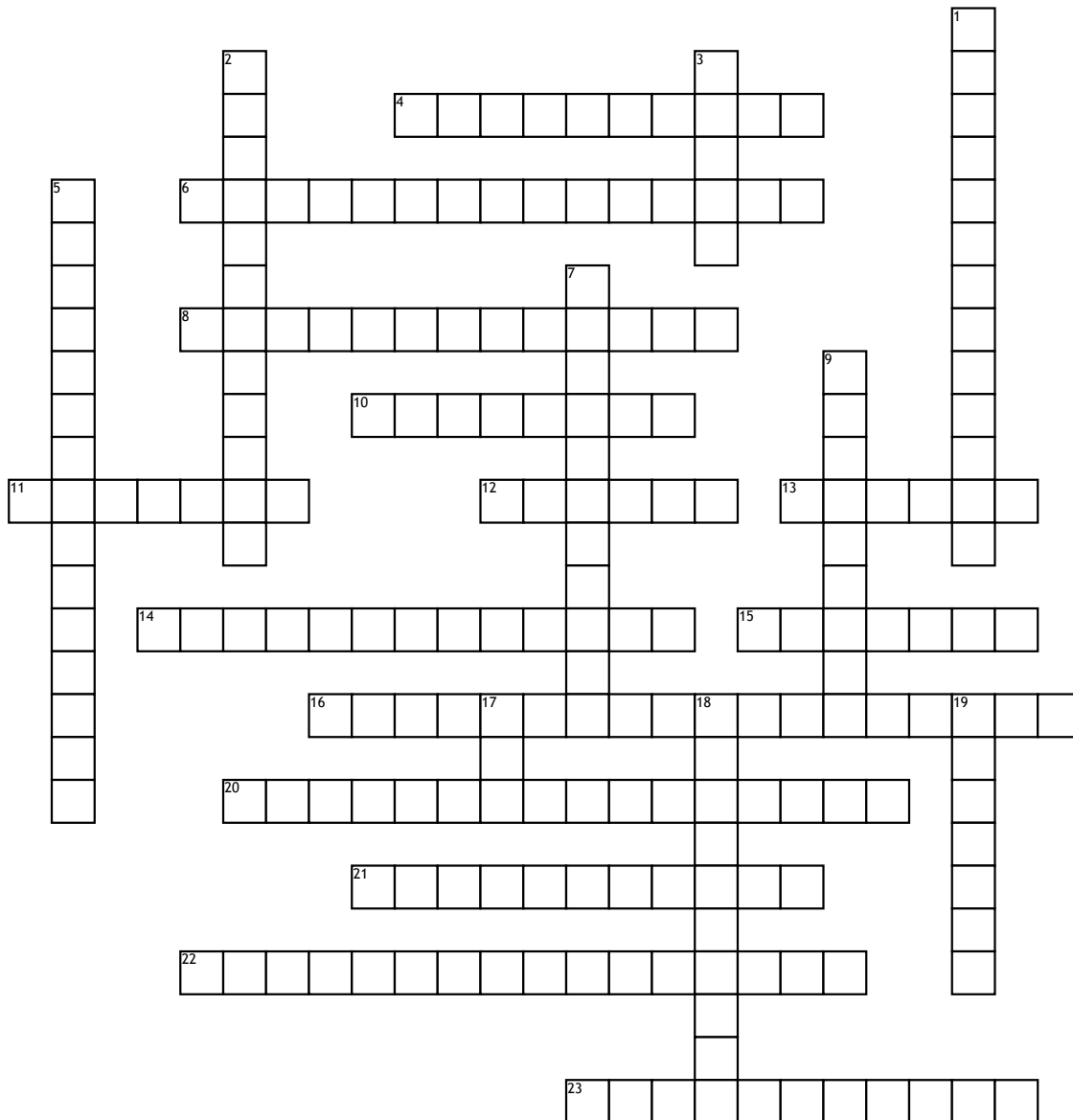


Name: _____

Date: _____

Microsoft Word Chapter 2



Across

- 4. Collection of Bibliographies
- 6. Ruler at top of the page
- 8. Measurement on the left edge of a document
- 10. Note about a resource at the bottom of the page
- 11. Placing copied information into a document
- 12. Text or graphics at the bottom of a document
- 13. At top of page. Page number or any other paper information

- 14. 1st line hangs to left from the rest of the paragraph
- 15. Word with a similar meaning
- 16. Inserted breaks
- 20. Spaces between paragraphs
- 21. A mark that tells the reader that there is a footnote
- 22. Changes the entire margin
- 23. Spacing between each line

Down

- 1. Document you can use to communicate results of research

- 2. Reading your paper after your finished
- 3. Name of group formatting characteristics
- 5. Manually inserting breaks in the paper
- 7. Correcting words for you
- 9. Info that is being used from a source
- 17. Modern Language Association of America
- 18. Using researched info without reference
- 19. Note at end of document