

Name: _____

Date: _____

Microsoft Word Key Terms

E T E L E D L R T N R E Y Z M A L T E R N A T E
Y M I T A L I C S K N F I A E Y S L J E B R D Y
L K D Y W P I A Q I F Y R E D J U R S A L O G D
V C I O M N R Z L A M G A O I T K C C B C P U C
K O J M S E U R B R I V U X T E A M O U O R S A
N L K E T R E J D N H D S M C P S Q M R E O R P
L B R N Z D G L S L P U J S E B F E M O X O I S
G T E H N S X J C J O R J P F V N I A S W F B L
M U Y U O T C I K C U B A O U T D T N R L R A O
R E R R O R O I N R T X N J N T Q D D U R E C C
Y G Y L Z B F O H N U T K X D J N C E C Y A K K
C F K Q B P S G I P E R A E O P N M D E E D S A
F O I H D A U R S Z A F H M Y O T R U I Z V P H
T J P U S B P K D H I R W G I B P M A L D I A E
Q N Q Y E I F L F F I G G T A V O V E B O N C S
A Y E O B N N G J V E P A U C P Q A K A L C E L
V R G E Z D K F I L E C R C V R V W R H O O M I
X Z R N I N D E N T I L F E Z K S F T D W H O Q
G J O O R Q N G Y F Z O A N F Q W E E E D O P T
V T M P W M F O I Z D R H T H M P T H S O L J W
V Z O J X N A T S A F T Q E J P S P A C E B A R
I P V Y E L S G T C F N X R B A K J L J A G R T
I Q E I I U X A H B L O Z J P Z S D N V I C J R
X E J H J L S T Y J I C P J O T N E M N G I L A

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|---------------|-----------|-----------|-----------|-----------|-----------|
| justification | underline | proofread | backspace | alignment | alternate |
| spacebar | keyboard | graphics | document | capslock | toolbar |
| margins | italics | control | command | insert | indent |
| escape | delete | cursor | column | center | print |
| error | enter | paste | block | arrow | undo |
| save | move | font | file | edit | data |
| copy | bold | | | | |