

Name: _____

Date: _____

Microsoft Word Puzzle

Across

3. Contains commands for working with the document, organized by tabs.

5. The easiest way to move text is to select it, position the pointer on top of the selected text, and then drag the selected text to the new location.

6. When you change text or pictures, you are doing this to it.

10. The appearance of text.

12. The redo command reverses and undo actions

13. A small bar that contains buttons for performing commands

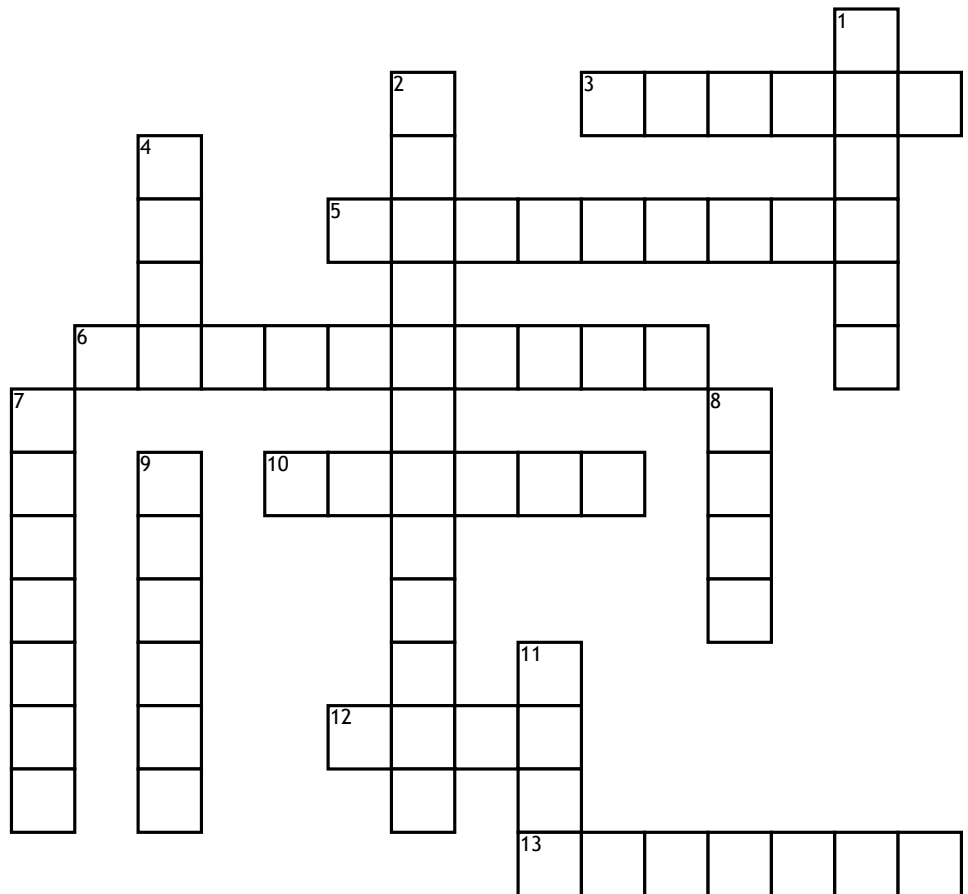
Down

1. This goes at the bottom of a page and is the opposite of a header.

2. Enables you to look at a document as it will appear when print.

4. Reverses recent actions.

7. These are images use to make a document more interesting.



8. When you copy selected text, it remains in its original location and copy of it is placed on the clipboard.

9. Switching between two options using the keyboard.

11. Changing this means changing the way the text look.

