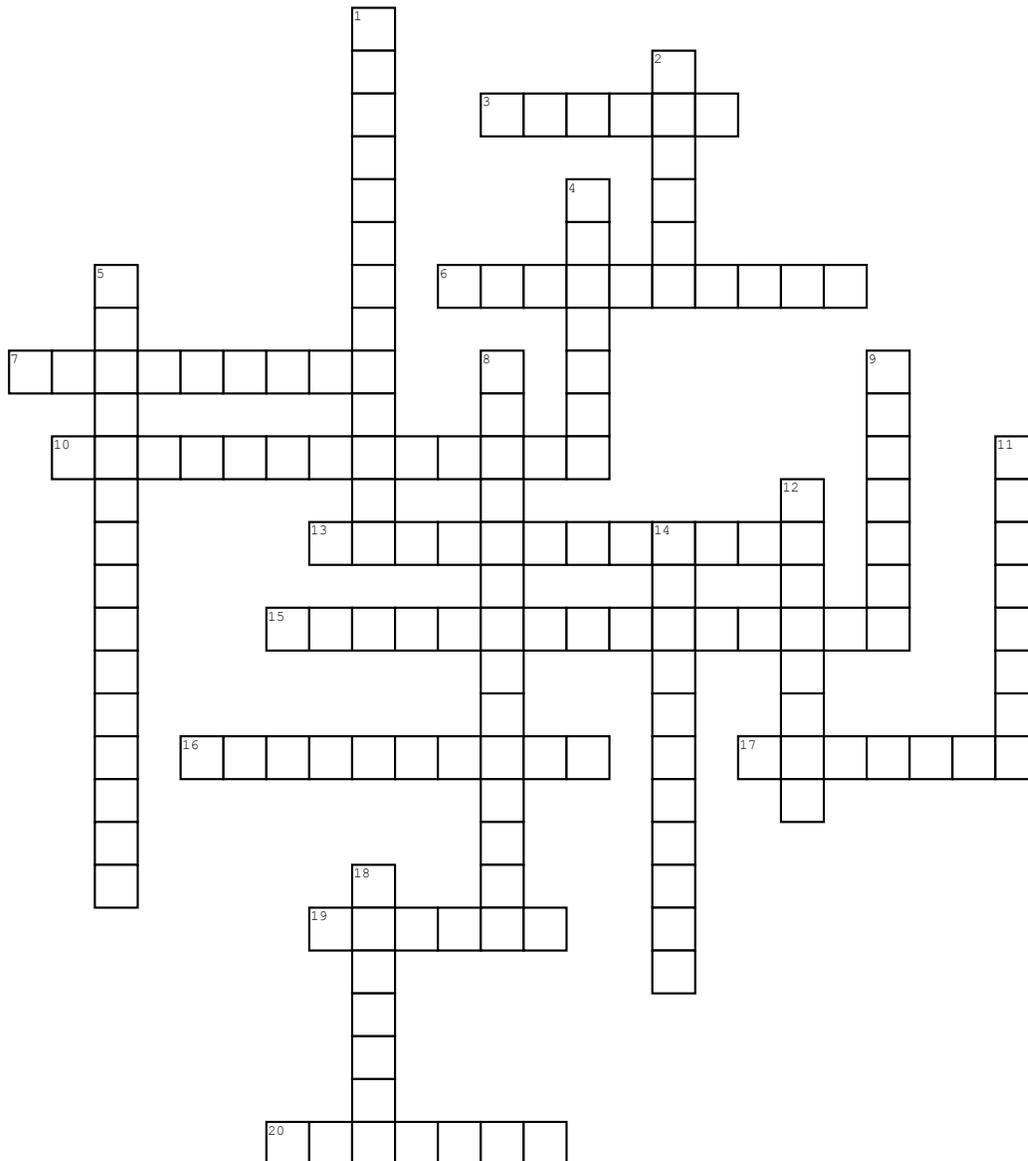


Microsoft Word & PowerPoint Vocabulary



Across

3. sets of formatting specifications

6. the area on a sheet of stationery where the name, address and other information is printed

7. appears at the bottom and/ or right side of a window to allow a user to view another part of the window

10. a paragraph format in which the first full line of text is not indented but the following lines are indented

13. Means the flagged text is not in Word's dictionary

15. automated features such as a pop-up calendar or drop-down list that make it easier to enter or format information.

16. items you can insert include fields, such as current date, author, title, will update automatically

17. a note at the end of the document or section that is used to cite references or to give more information

19. a printed note placed below the text on a printed page

20. an area at the top of an office program window that contains commands for working with the open file; the commands are organized under tabs

Down

1. correctly spelled word used inappropriately

2. text that is printed at the top of each page

4. an automatic determination of the best width for a column or the best height for a row, based on its contents

5. Special symbols that represent spaces, tabs, and paragraphs, that do not appear on the paper when a document is printed

8. indicates that the text may be incorrect grammatically

9. used to position the content on a slide

11. a printed note of definition placed below the text at the bottom of the page

12. creating a lower-level paragraph

14. the amount of space above and below a paragraph

18. called the primary tab, contains the more frequently used commands