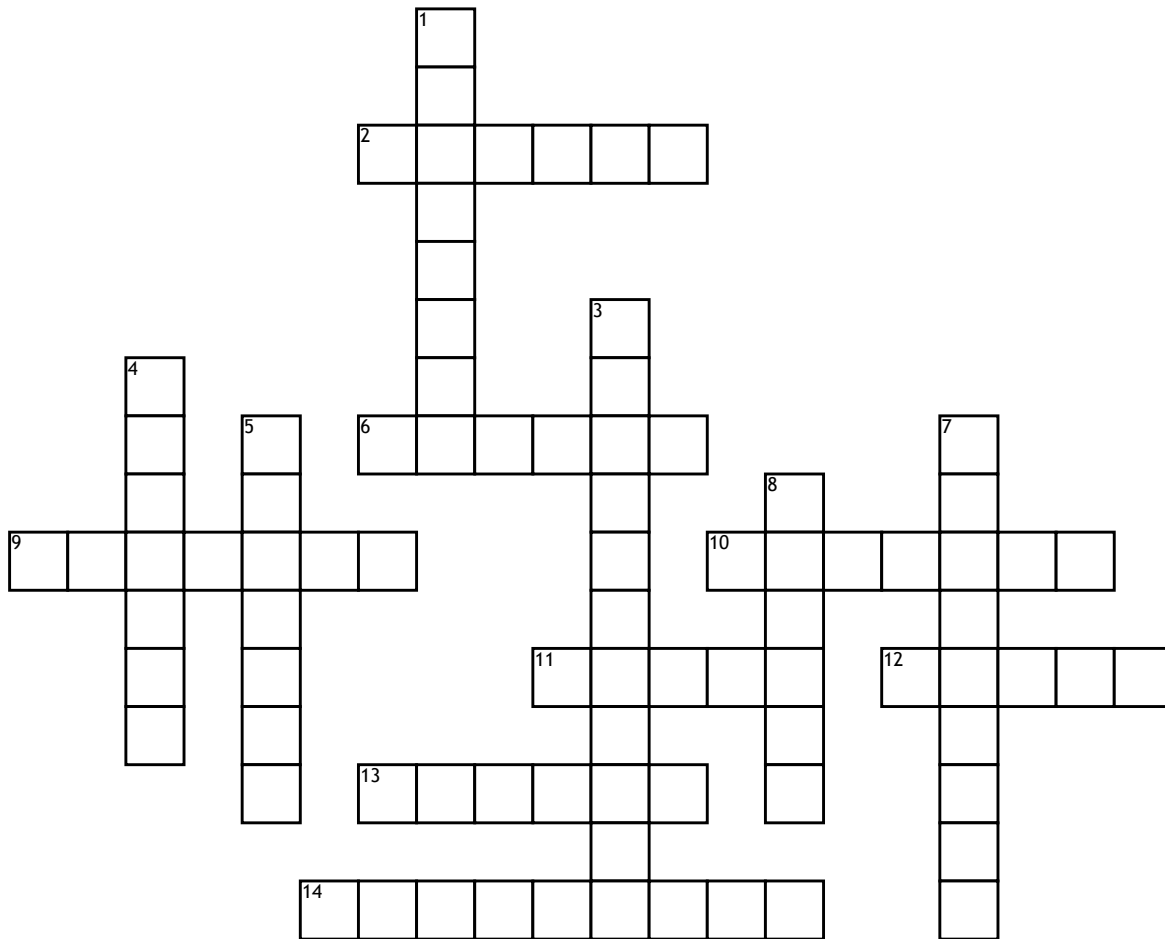


Microsoft Word pages 1-8



Across

2. to change the way an object looks

6. to move a bullet point down a level

9. A note printed at the end of the a book or section of a book

10. Indentation of a paragraph in which all lines except the first are indented is call a ___ indent

11. A page ___ tells the microsoft word where to end the current page and begin the next

12. to line up, straighten

13. A ___ list is a list with dots next to each informational item

14. the file tabe-where you can do things with your file like share, print, or save and protect it

Down

1. an extra piece of information printed at the bottom of the page

3. checks your spelling and grammar automatically

4. decorative text that you can add to a document

5. When the first letter of a paragraph is a much bigger size than the rest that follow

7. the dotted lines on a slide that intersect to form a grid like pattern that helps you position objects on a slide

8. leaving comments on a document for others to read and review