Risso tervilus

1. A feature that replaces symbols, commonly missoelled words, and abbreviations with specific test strings.

A. Clipboard

2. A storage area that temporarly stores the items for a user to paste in another location of the document or office file.

B. paste

3. A command in word that places a duplicate copy of selected text in the Clipboard.

C. Object Zoom

4. A command in word that removes selected text from the original location and place the deleted text in the Clipboard collection.

D. Navigation Pane

5. hidden information such as personal data is added to the document, such as , creator of the document, company name, and keyboard.

E. Autocorrect

6. A command in the scroll box that enables users to browse by field, endnote , footnote , comment , section, page, edits, headings, graphics, or tables.

F. copy

7. A tool thjat appears in the left side of the window when you select its command in the sho command grooup.

G. thumbnails

8. A function that allows a user to zoom in on objects such as tables, charts, or images while in read mode.

H. read mode

9. A command that pastes text from the Clipboard to anew location in the original document or new document.

I. Go to

10. Cganges the page layout of the document and hides the ribbons. some editing tools are available.

J. cut

11. A command that enables users to replace one word or phrase with another.

K. wildcard

12. tTiny images of the document pages.

L. replace

13. Characters to find words or phrases that contain specific letters or combination of letters.

M. document propertis