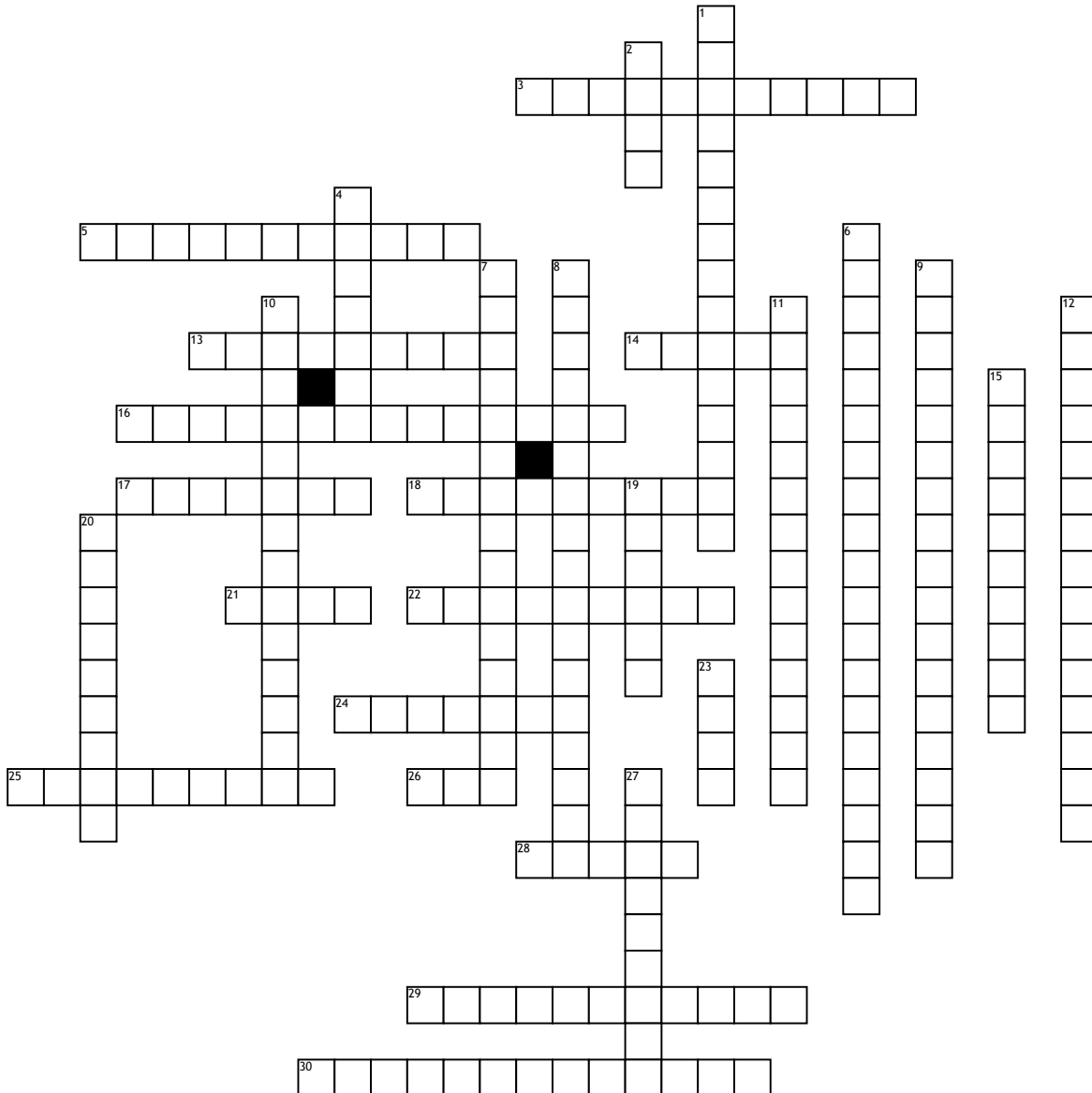


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# September 14th Key Terms



## Across

3. Live preview shows you how your document will look with the selected feature.  
 5. A new font command group that adds a distinctive appearance, such as  
 13. Any single letter, number, symbol, or punctuation mark  
 14. A command that pastes text from the Clipboard to a new location in the original document or new document  
 16. A Word feature that enables users to select multiple items of the text that are not adjacent  
 17. Decorative text that enhances text.  
 18. A measurement that refers to the height of characters with one point equaling approximately 1/12 of an inch.  
 21. A set of characters that have the same design.  
 22. A setting that refers to how text is positioned between the margins.  
 24. A tool identified with symbols such as dotted, dashed, or solid lines that fill the space before tabs.  
 25. A tool that provides a grid of vertical and horizontal lines that help you align graphics and other objects in a document  
 26. A command in Word that removes selected text from the original location and place the deleted text in the Clipboard collection.  
 28. A font that has small lines at the beginning and end of characters and that is usually used with large amounts of text.

29. The amount of space between lines of text in a paragraph.  
 30. A setting that begins the first full line of text in a paragraph at the left margin; all the remaining lines in the paragraph are indented one-half inch from the left margin.  
**Down**

1. A style in which the formats are applied instantly to all text in the paragraph where the insertion point is located, whether or not text is selected  
 2. A command that repeats a user's last action.  
 4. A command that enables users to replace one word or phrase with another.  
 6. A setting that refers to how text is positioned between the left and right margins.  
 7. A setting that inserts a one-half inch of blank space between the left margin and the first line of the paragraph; one-half inch is the default setting for this indent.  
 8. A font in which the horizontal spacing varies.  
 9. A setting that refers to how text is positioned between the top and bottom margins of the page.  
 10. A tool that appears in the left side of the window when you select its command in the Show command group.  
 11. A setting that extends paragraph text into the left margin  
 12. A style that is applied to individual characters or words that users have selected

15. A font in which all of its characters take up the same amount of horizontal space.

19. A blank space inserted between text and the left or right margin  
 20. A font that does not have the small line extensions on its characters.  
 23. A command in Word that places a duplicate copy of selected text in the Clipboard  
 27. A storage area that temporarily stores the items for a user to paste in another location of the document or office file.