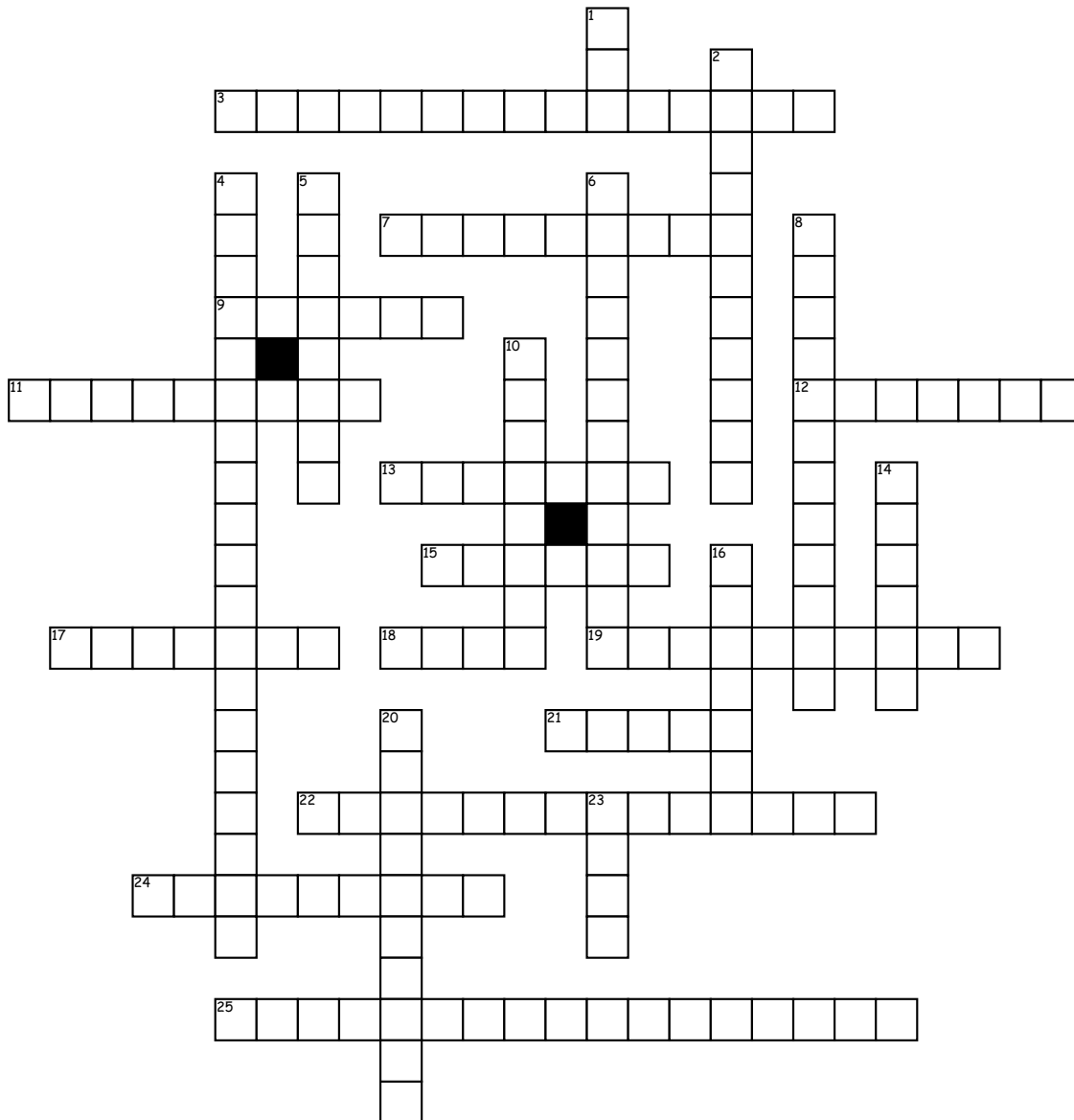


Name: _____

Date: _____

Show What You Know



Across

3. The direction in which you can print on a page.

7. The word processing tool that allows you to find synonyms for words in a document.

9. A option to move the cursor five spaces from the margin, this action is done by selecting the tab key on your keyboard.

11. A temporary storage location for text or graphics from the current location in a document.

12. The blank space at the top, bottom, left and right of a document where you CAN NOT type.

13. The process of updating a document to make changes, correct errors, and make it more visually appealing.

15. Allows you to type above the margin and located at the top of each page of the document.

17. A list of items in numerical order.

18. The specific design for a collection of letters, numbers, words, and symbols.

19. A option that cans your document for incorrect spelling and provides correct spelling options.

21. The word processing tool that places text or graphics that have been cut or copied in a new location within a document.

22. A type of software that is used for creating text documents such as letters, memos, and reports.

24. Where the width of a document is greater than the height.

25. When the text is centered between the top and bottom margin.

Down

1. The word processing tool that removes text or graphics from the current location in a document.

2. The spacing between lines of text in a document.

4. When text is centered between the left and right margin.

5. The automatic wrapping of text from the end of one line to the beginning of the next line without having to press the enter key.

6. Keys on a computer that allows you to quickly access frequently used functions.

8. A tool that checks a document for grammatical errors.

10. Where the height of a document is greater than the width.

14. Allows you to type below the bottom margin and is located at the bottom of the page of each document.

16. Used to arrange items in a list using a bullet.

20. To place text on a page so that it looks good and is easy to read.

23. A word processing tool that allows text or graphics to be copied to another location within a document.