

Name: _____

Date: _____

WORD PROJECT 3

O F V F L W C L I P O R G A N I Z E R C O I H B
U S Q U M E R G E C E L L S M J B Z V V M M O K
J S E C P R O W B O U N D A R Y U Y C B R J D N
G E L T K R A K C O L B G N I D L I U B V Y T T
N R D N A O B U S I N E S S L E T T E R G O T T
I D N U B B Z O E Y J A B I L X K I H Q M X W H
T D A D O I C R D L R R F D E L I R D E N T T V
T A H F R W B H R G O A N H N T C L I P A R T G
A E E V D Y E X A L U A D N P O A E R B N H W X
M D T X E O L T W R H W I N C J N L S X Z G J D
R I A F R X H U I T A S U T U I K T P Q A W Q A
O S T T G T O R N U A C P H L O O T C M C E Z E
F N O I U T L E G Q A G T E D P B E Q S E A P H
R I R N M N M B O M G R T E S X R N Z P T T Y R
A W G V A T H Y B I N A P V R Y R P M A H N G E
E B Q C S R H S J H D A I L H S B N K U W N E T
L U O U O L O X E H H A H Q E T F E A Y L D F T
C I J S N S C C C O K T J A B V L L E C B O M E
V D R F Z U L C T F N Q A U T O F O R M A T C L
A J Y W V N O I S N E M I D S U P T U A Z A B B
Q B G N E H P Y H C T C E J B O E N I L N I N H
C L W T C E J B O G N I T A O L F J Q W T D N Y
E K C O L B E R U T A N G I S K F Z X C U N O B
T Z T A B L E C T A M R O F S S E N I S U B T W

adjustment handle
column boundary
clip organizer
rotate handle
autoformat
tab stops
hyphen

clear formatting
floating object
drawing object
tab character
letterhead
clip art
table

business format
signature block
inside address
row boundary
date line
template
cell

business letter
building block
inline object
merge cells
dimension
border