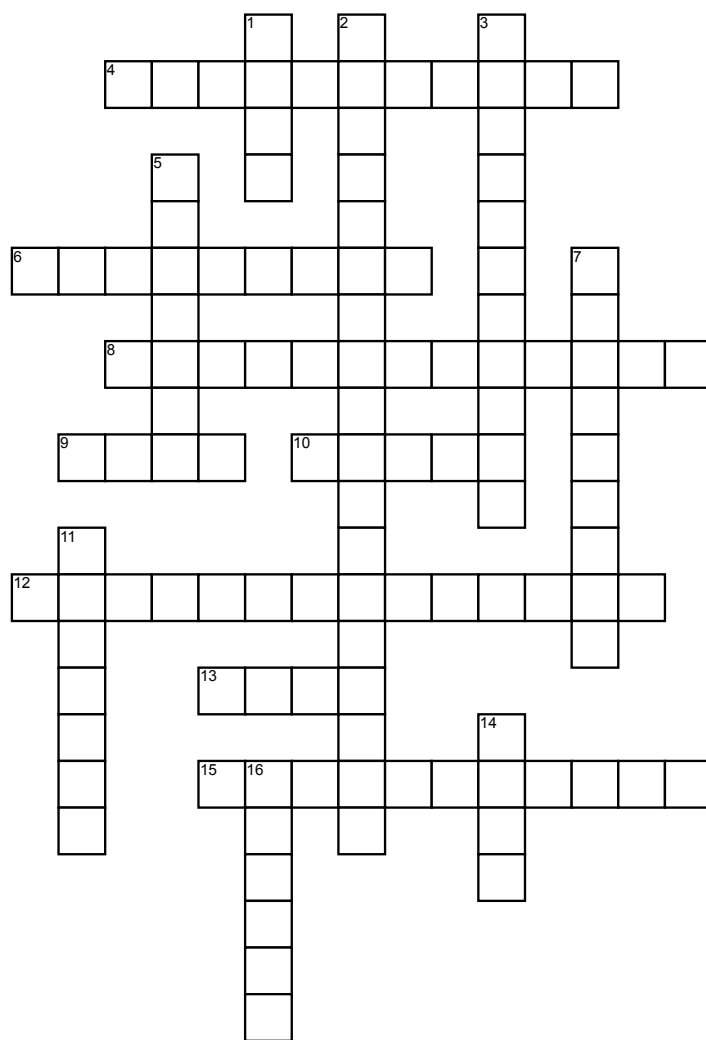


Name: _____

Date: _____

Word 2016 Vocabulary Lessons 1-4 Review



Across

4. a feature that replaces symbols, commonly misspelled words and abbreviations w/ specific text strings

6. any single letter, number, symbol, or punctuation mark

8. A tool that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane that can be customized to meet users' needs.

9. a command in the scroll box that enables users to browse by field, end note, footnote, comment, section

10. to send a document to a printer

12. a setting that extends paragraph text into the left margin

13. a set of characters that have the same design

15. the amount of space between lines of text in paragraph

Down

1. a command in word that place a duplicate copy of selected text in clipboard

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

3. a font command group that adds a distinctive appearance, such as outline, shadows, glows or reflection, to selected text

5. decorative text that enhances

7. a setting that refers to how text is positioned between the margins

11. a tool identified with symbols such as dotted, dashed, or solid lines that fill in space before tabs

14. 8 areas of activity on the ribbon that contains groups or collections of related word commands

16. a blank space inserted between text and the left or right margin

Word Bank

negative indent

indent

tabs

auto correct

copy

GoTo

character

alignment

leaders

text effects

print

Word Art

font

line spacing

document properties

backstage view