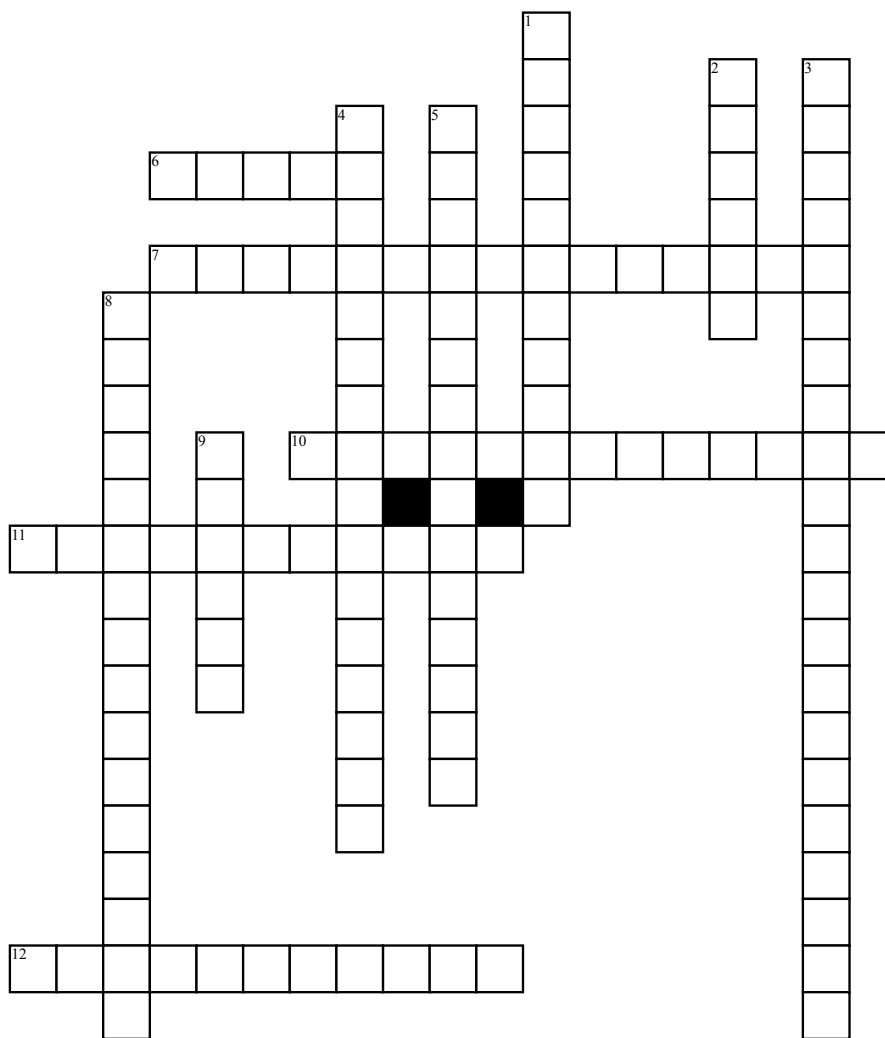# Word Module 2 Vocab List #1

Across

6. A named group of formatting characteristics, including font and font size

7. To indent the first line of a paragraph

10. Ruler along left margin of document

11. Default 11 point Calibri font

12. Amount of vertical space between lines of text in a paragraph

Down

1. Amount of vertical space between each line of text above and below paragraphs; equal to one blank line

2. Text and/or graphics that print at the bottom of the page ind document

3. The top triangle at 0" mark on the ruler

4. Allows you to change the entire left margin; bottom square

5. Ruler across top of document

8. Amount of space above and below a paragraph

9. Text and/0r graphic that prints at the top of a document

Word Bank

Horizontal Ruler	Normal Style	Header
Vertical Ruler	First Line Indent Marker	Style
Left Indent Marker	Footer	Line Spacing
First Line Indent	Paragraph Spacing	Double space