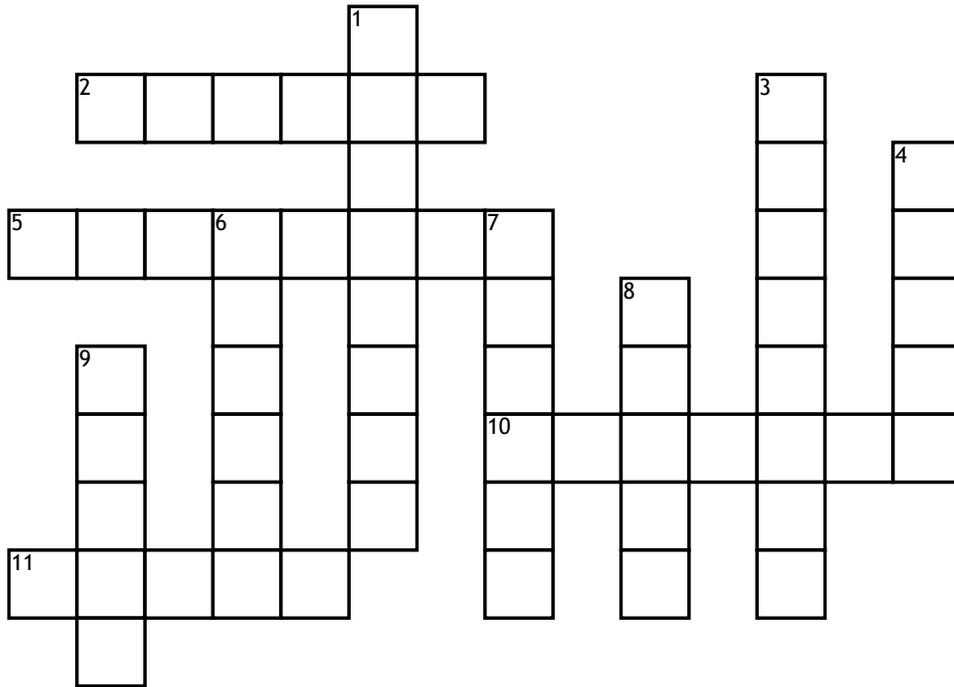


Name: \_\_\_\_\_

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

# Word Processing



## Across

2. \_\_\_\_\_ will make a document look nicer but don't use it too much

5. Use fonts that are easy to read and \_\_\_\_\_ for the document

10. Bold, \_\_\_\_\_ and underlining can also be used to make things stand out

11. - it will look \_\_\_\_\_

## Down

1. Try using borders, different text alignments or bullets and \_\_\_\_\_ lists too

3. \_\_\_\_\_ make things look more interesting

4. Use different \_\_\_\_\_ to make things stand out

6. Maps or \_\_\_\_\_ can make information easier to understand.

7. Make sure you use a font that is big enough to read \_\_\_\_\_

8. Use different font sizes to make things \_\_\_\_\_ out.

9. Don't use more than \_\_\_\_\_ fonts in one document

## Word Bank

tables

suitable

Graphics

stand

fonts

Colour

easily

messy

three

numbered italics