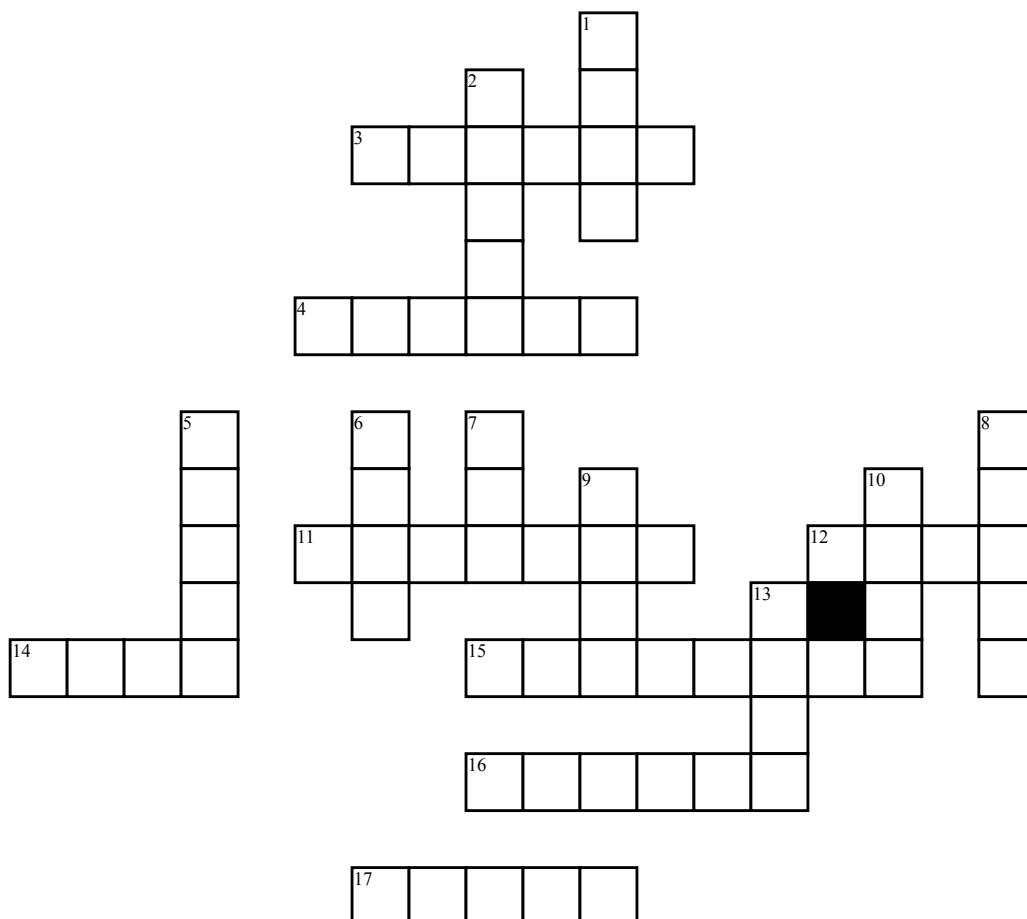


Name: _____ Date: _____ Period: _____

Word Processing Assignment Extra Credit



Across

3. This is a type of sloping kind of typewriting used especially to emphasis or distinction.

4. This when you chose or basically highlight something, before you are going to perform a task on the selected item.

11. This, is another word for select that can do highlight something, so you can edit and change it.

12. This is the word we, to say what kind of writing, we are typing in.

14. This is where we can save documents to that you have done.

15. This is the thing, that you use to to type.

16. This will remove your work, from a document without saving, or copying.

17. This is an input device, that you move along a flat surface, that can move the on-screen cursor to different items on the screen.

Down

1. This is the term, we use to change something on a document, or picture.

2. This is the thing that we use to put something we have copied into a text document.

5. This is the dimension, height, depth, and width between each word.

6. This is basically another word for edit.

7. This, is similar to copying, but this deletes your works while saving, just in case you want to undo what you have deleted.

8. This is a key on a computer keyboard, that is used to perform various functions, such as executing a command, or selecting options on a menu.

9. We use to make something look exactly the same as the original.

10. This makes a word stand out when typing an essay or report, it looks darker then normal color of font.

13. We do this, when we want to close a word document and be able to still have it.

Word Bank

CROP

SELECT

SPACE

CUT

ENTER

DELETE

COPY

KEYBOARD

FONT

CONTROL

SAVE

EDIT

PASTE

ITALIC

FILE

MOUSE

BOLD