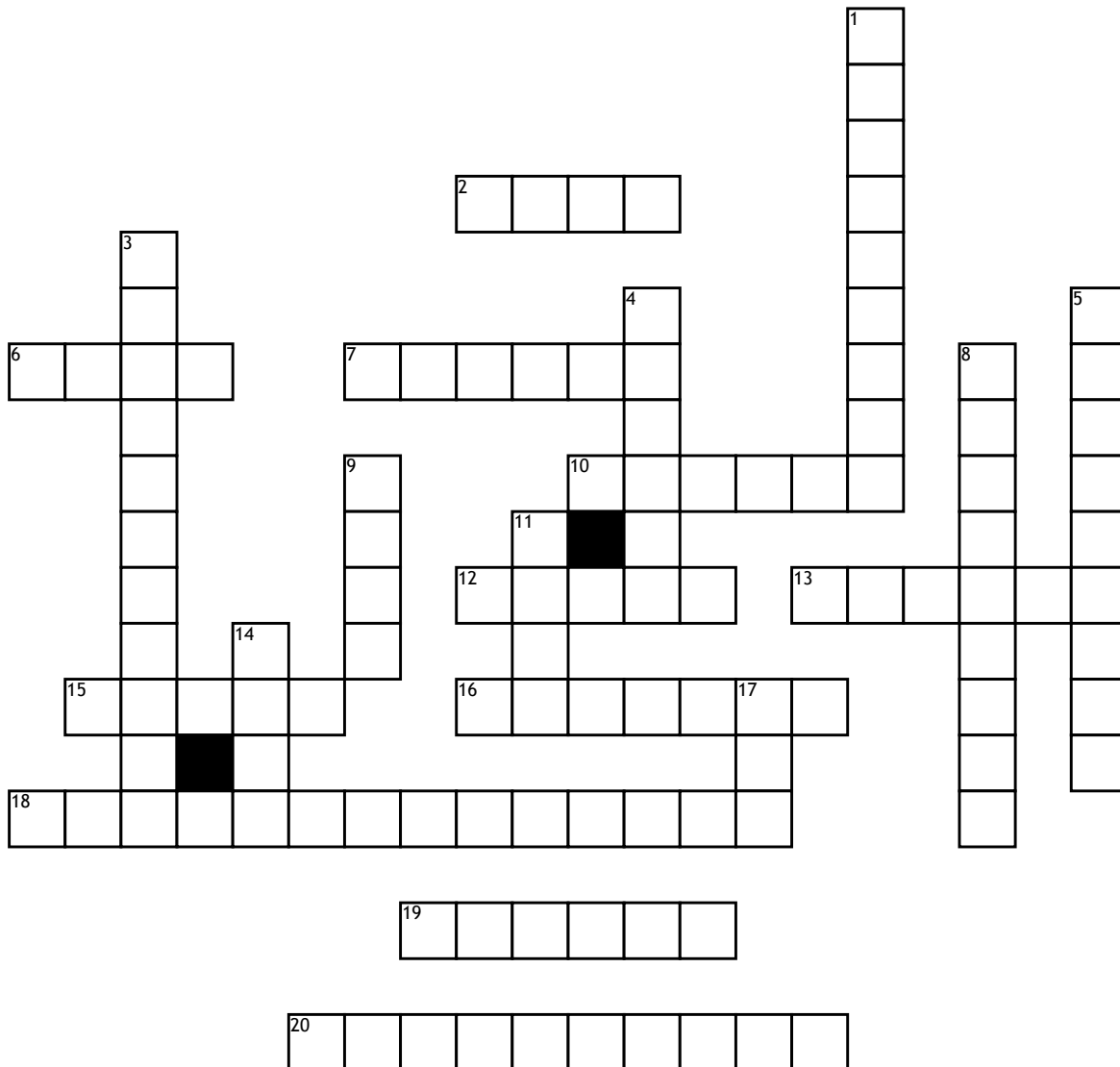


Name: _____

Date: _____

Word Vocab 1-5



Across

2. Command in word that duplicates a piece of text and puts it in your clipboard.
 6. List of options.
 7. The first line of a paragraph that appears alone at the bottom of the page.
 10. A command that repeats users last action.
 12. Moves text from clipboard to a selected area.
 13. A tool that is divided into eight that contain groups.
 15. The last line of a paragraph appears at the top of a page.

16. Command that enables you to replace one word/phrase to another.

18. A setting that extends paragraph text into the left margin.
 19. Saves a new document in a specific format.
 20. Space between pages in a document.

Down

1. A setting that refers to how text is positioned between the margins.

3. The amount of spacing between lines of text in a paragraph.

4. Blank space inserted between the right or left margin.
 5. Tiny image of the document page.
 8. Stores items for users to paste.
 9. Allows user to undo their last action.
 11. Saves existing document.
 14. A set of characters that have the same design.
 17. Removes text from original area and puts it in your clipboard.