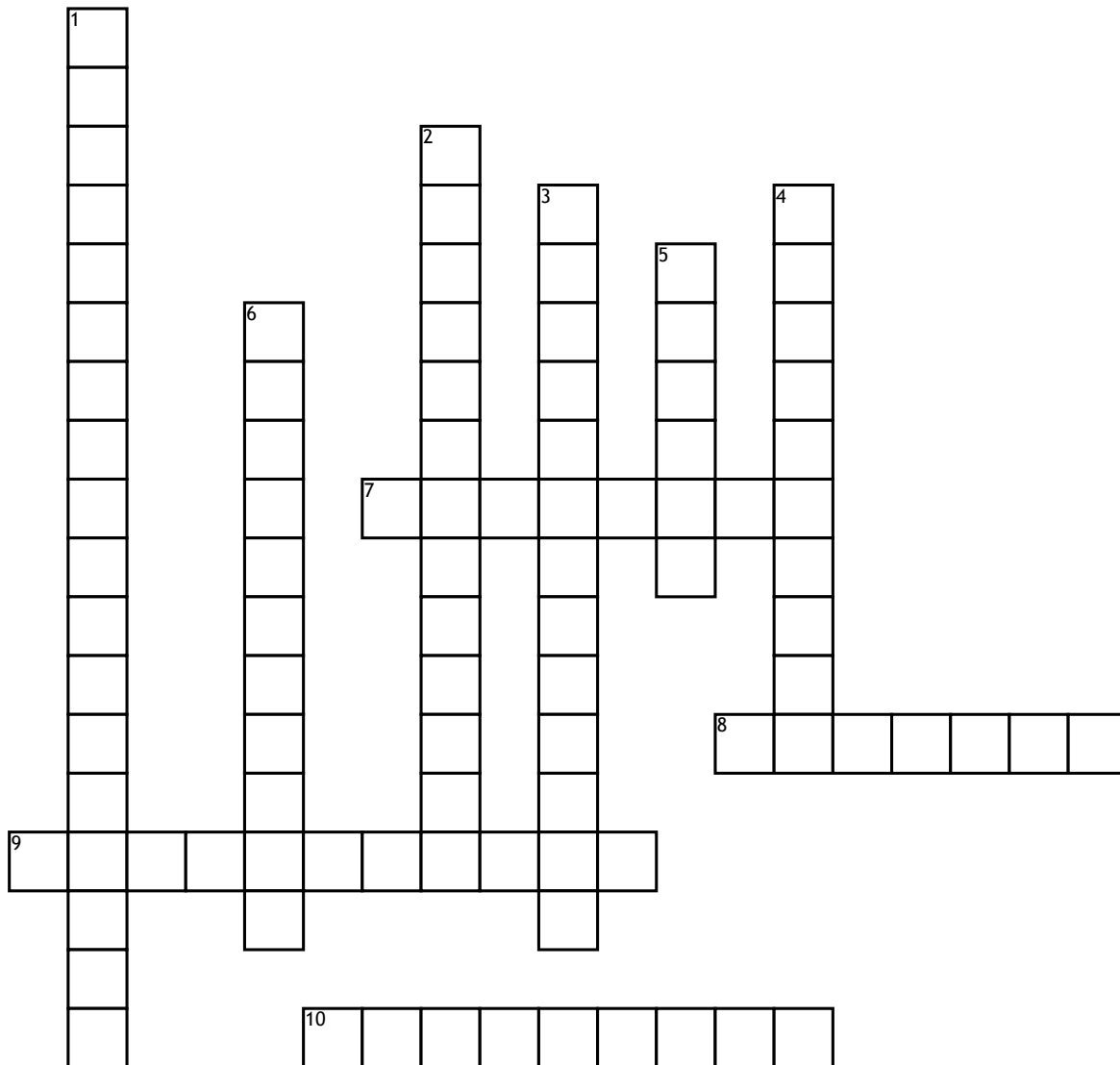Name: _____ Date: _____

Word and PowerPoint

Across

7. Dividers that group slides into logical clusters

8. A box that holds text as you type in it

9. Modifies all layout masters

10. The main work area

Down

1. Save, undo, redo

2. A list of information in numeric number.

3. A tool that copies formatting from one block of text to another

4. They appear on the left hand side and makeup your presentation

5. Contains all tabs, groups and commands

6. A box that can hold either text or a graphic object.