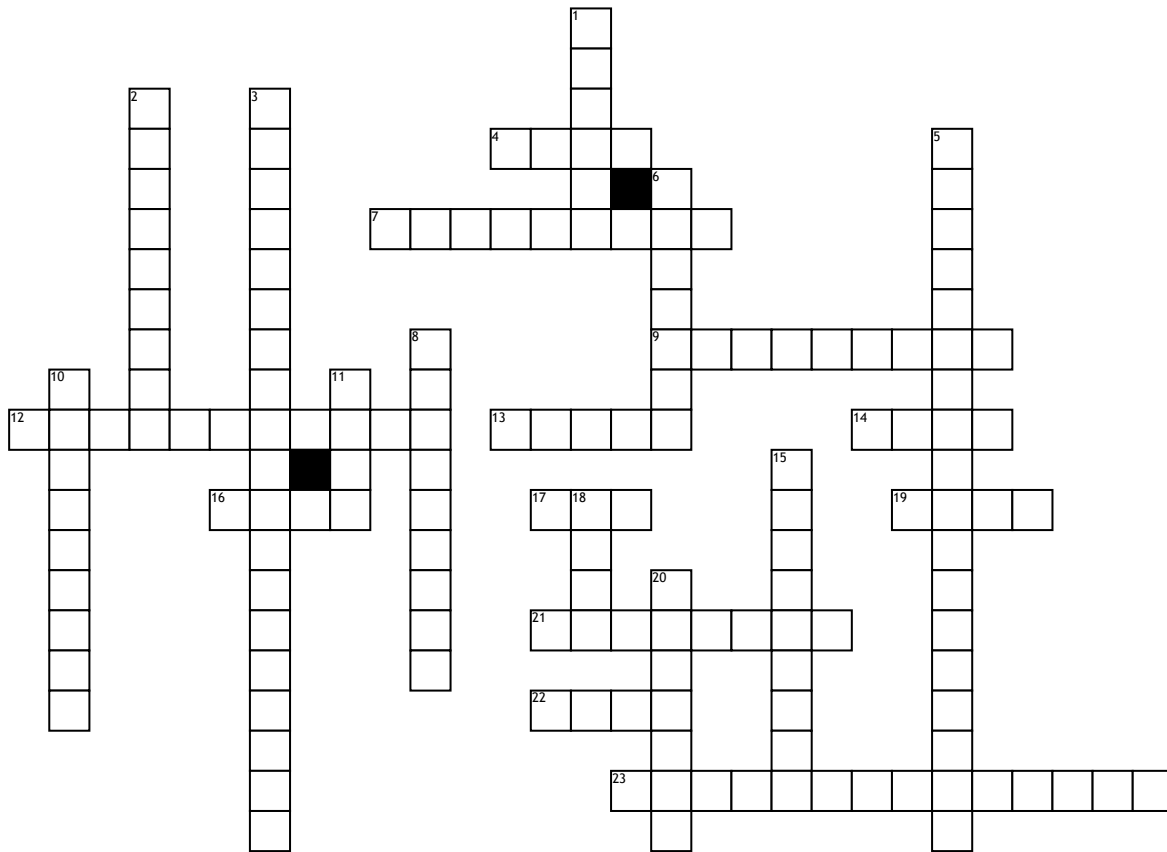


Name: \_\_\_\_\_

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

# Wordprocessing Terms



## Across

4. a style of text that makes a letter or word darker and thicker to stand out in a document  
 7. Adds emphasis to a font: bold, italic and underline  
 9. The orientation of the lines of a paragraph with respect to the margins  
 12. The span or vertical space between lines of text  
 13. to generate a hard copy of a document  
 14. the command for reversing the undo command  
 16. to store information for later use  
 17. to remove a highlighted section of a document  
 19. To organize items in a specific order

21. When you are typing and the cursor jumps to the next line when the line you are currently typing on becomes full  
 22. a complete set of characters in a specific face, style and size  
 23. the flashing vertical line that indicates where the next action will occur  
Down  
 1. A dot or symbol that marks an important line of information or designates items in a list  
 2. The page setup that prints a document in a horizontal position  
 3. The position of text in relation to the left and right page margins  
 5. The action of using a mouse to drag a selection from its original location and drop in a new location

6. a collection of picture files that can be inserted into a document  
 8. The term in reference to the way a document is formatted to print  
 10. To display text in different colors than the surrounding text  
 11. a word processing document  
 15. The letters, numbers, or symbols that appear in in a document  
 18. the command for reversing previous action  
 20. Making modifications to an existing document