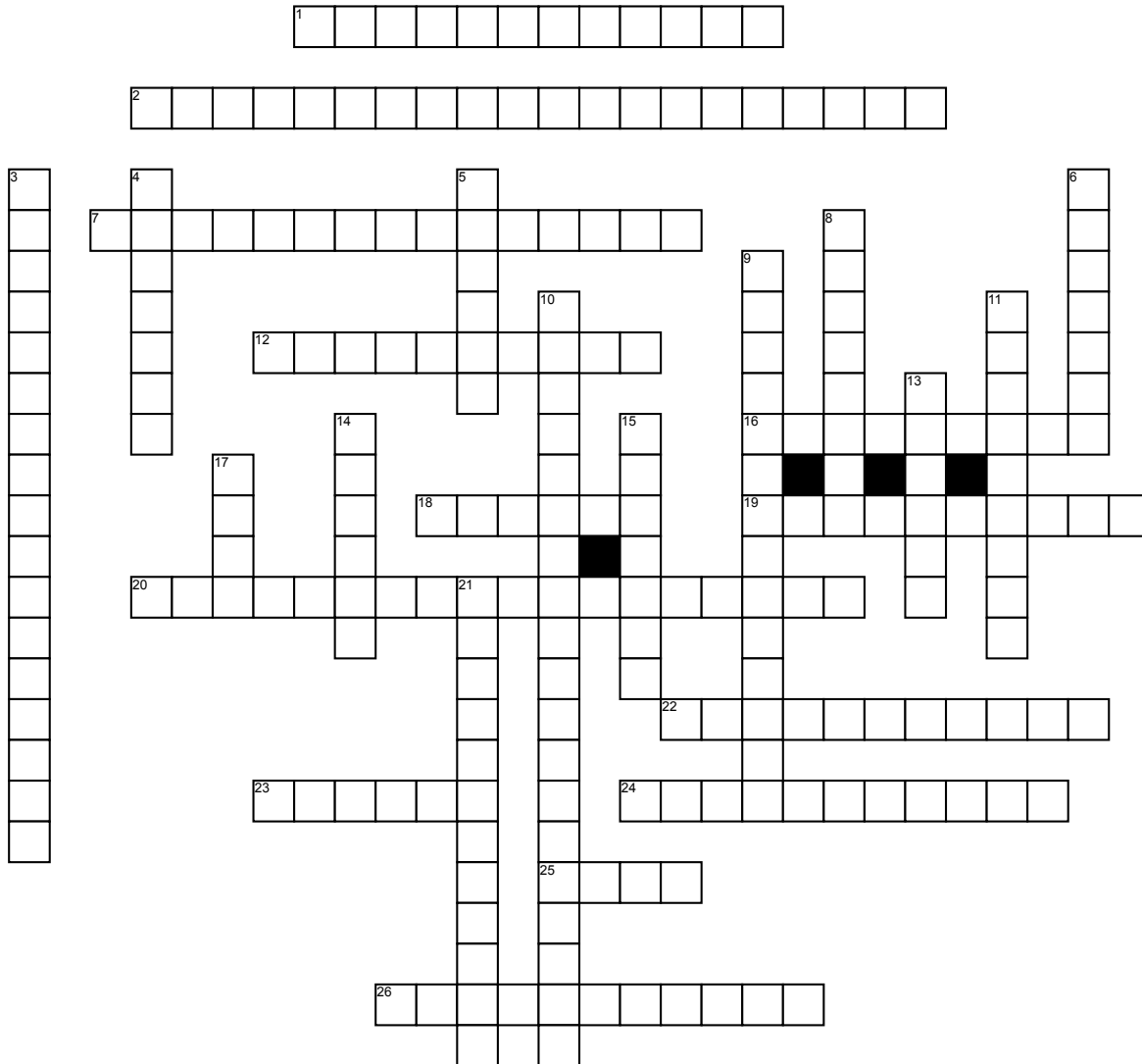


Wordprocessing



Across

1. A feature that allows the user to view a document onscreen and make necessary formatting changes prior to printing it.
2. A page layout in which documents are printed across the length of a page, making the page wider than it is tall.
7. A page break the end user forces into a document, creating a new page at a specific location; also known as a Hard Page Break.
12. A break in a line or a paragraph that is forced by the user when the return key is pressed, creating a new paragraph.
16. How the edges of a line, paragraph, object, or table are positioned horizontally and vertically between the margins or on a page.
18. Text appearing at the bottom of each page, separate from the main body of a text.
19. Sort order arranging text or numbers from Z to A, largest to smallest, or latest to earliest.
20. A feature that automatically generates a new page, allowing text to flow to the new page when space runs out on the previous one; also known as a Soft Page Break.

22. A feature that allows a user to select text using a mouse or pointing device, and quickly move (drag) it to a different location.
23. One of two or more vertical sections of printed material on a page; usually separated by margins.
24. The amount of space between lines of text.
25. To make changes by adding, deleting, or modifying text, graphics, or other items in a document.
26. A feature that allows a user to select text or a graphic, remove it from its current location and place it in another location within a document.

Down

3. Through the use of a personal computer, combining text and graphics to produce a high - quality document, such as newsletters, flyers, brochures, etc.
4. The white space surrounding the content of a page at the top, bottom, left and right sides, defining where a line of text begins and ends.
5. Text appearing at the top of each page, separate from the main body of text.
6. A feature that includes pre - made illustrations, drawings, pictures, and other graphic that can be inserted into a document.

8. Drawings, Pictures, or other illustrations inserted in a document to either explain data or enhance the appearance of text on a page.

9. A feature that scans a document, searches for occurrences of specific text, symbols or formatting, and allows a user to replace it with new text, symbols or formatting.

10. A feature in a word processing application that allows the user to create outlines or itemized lists with either icons or numbers.

11. Sort order arranging text or numbers from A to Z, from smallest to largest, or from earliest to latest.

13. To move text horizontally away from the left or right margin, setting it apart from surrounding text.

14. In word processing, to utilize features that enhance the appearance and overall layout of text, graphics, tables within a document.

15. Lines around the edge(s) of text, a page, a cell, or a table.

17. The size, style, and design of text

21. A feature that allows a user to select text or a graphic, duplicate it and place it in another location within a document.