

Name: _____ Date: _____ Period: _____

Digital Information

X D O P E N P U N C T U A T I O N A M F Q C S I
R V I K W Q A T N I O P N O I T R E S N I M M C
E W W A R F V V M S K B O N N M T J N V L F O F
H P U N L A B Q E S O I N N L A N A I B E A M O
C E V M V O Q C N K E H K S L O H G D K V B T O
N H U D H S G M U N R Z G P I C V R N J A S H K
U S G E Q L E B Y D R K M T Y Q X O I K S N G K
A N I Z C M D T O U O E A A J J P U F K J Z A K
L W B U B S X P T X T U G E M J D P N X J X B C
X S A E V A S Y W I T S Y X L W H S C O E C G Y
O L R E P E A T G C N E W O N Y F B T D B N P U
B M E R E H F Q N T T G C Y C B T U L Y K B F P
G R K G S V O U P Y A J S A Q T K S S X U W I P
O U Z V X I P T L Q B D Z A P R Z M K N R Q I R
L I P G N D Y L H H S P J W O S H H D C P G Y W
A P W A E Q C Y U K B P R S V Z E O Y R O J Y P
I T Y X R Y N N V H F N W E N J L T I B X L I F
D C I J X W R R U R X F L F V B L N I W D W B B
U M L X E L D U J M T C V X N I T S Y H L I M J
D M I P Y U B R N K D V Z W A U E C Y I W Y C G
F V B D N A M M O C R L P I F T Z W E U K W O G
J E T M Q X U K I W W E I V E G A T S K C A B D
Z K C Q U I C K A C C E S S T O O L B A R V X Y
J H I N O N P R I N T I N G C H A R A C T E R S

Nonprinting Characters
Open Punctuation
Block style
settings
Ribbon
Print
Menu

Quick Access Toolbar
Insertion point
Dialog box
save as
Repeat
undo

Dialog box launcher
Backstage view
word wrap
Preview
I-beam
tabs

Mixed Punctuation
white space
template
command
Groups
save