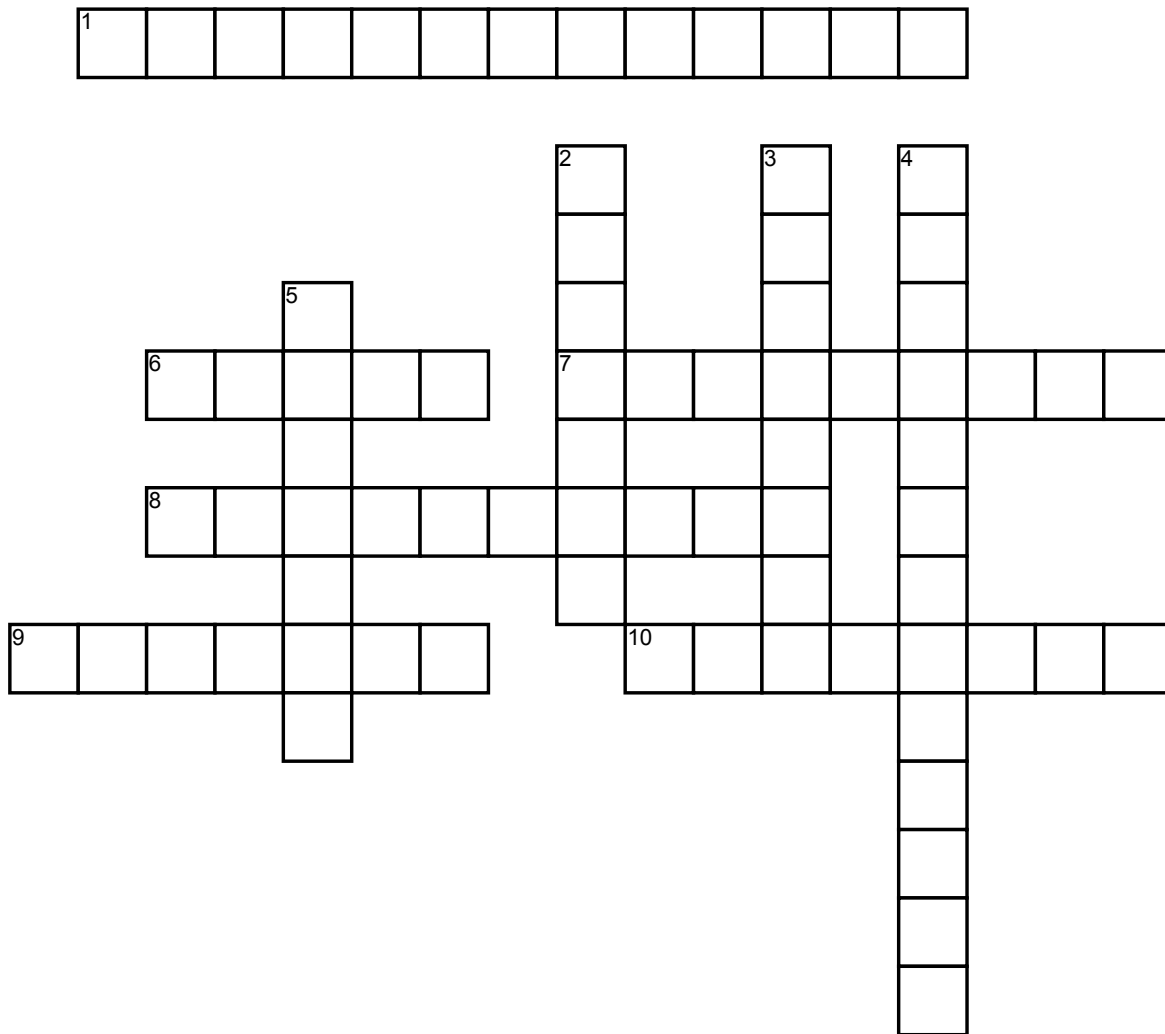


Lesson 7



Across

1. Built-in reusable content such as text, graphics, and objects that can be easily managed and inserted in a document for quick format
6. a placeholder where word inserts content in a document word automatically uses fields when specific commands are activated such as those for inserting dates, page numbers, and a table of contents
7. a sentence or other text display within a box on the page for emphasis and for ease of movement; often used along with a drop cap in newsletters, advertisements, and magazines
8. built in text that display lightly behind the documents main text conveying the sensitivity of the document

9. A symbol that enables most of the languages in the word to be symbolized with a special character identifications

10. Text entries that are inserted automatically when you type a specific set of characters.

Down

2. a large initial letter that drops down two or more lines at the beginning of a paragraph to indicate that a new block of information is beginning and give interest to newsletter or magazine articles
3. a feature that allows a user to set a specific font and font size
4. a set of predefined formatting options that include theme colors, fonts, and effects
5. An invisible, formatted box in which you can insert and position text and graphic objects