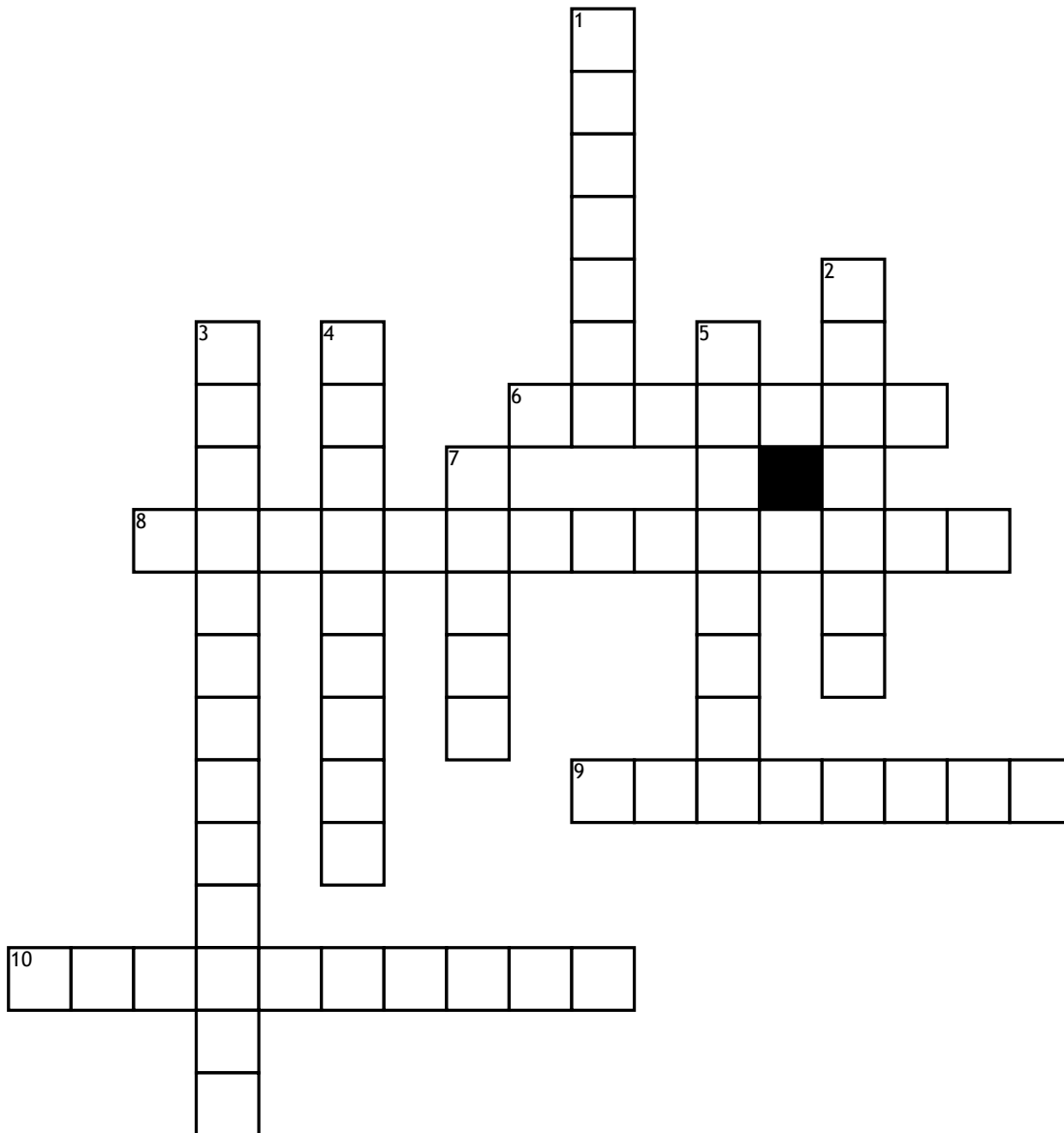Name: _____   Date: _____   Period: _____

lesson 7 vocab terms

Across

6. An invisible, formatted box in which you can insert and position text and or graphic objects

8. Built-in reusable content such as text, graphics, and objects that can be easily managed and inserted in a document

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

10. Built-in text that display lightly behind the document's main text conveying the sensitivity of the document.

Down

1. A symbol that enables most of the languages in the world to be symbolized with a special character identifi cation

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 to give interest to newsletters or magazine articles

3. A set of predefined formatting options that includes theme colors, fonts, and effects

4. a sentence or other text displayed within a box on the page for emphyasis and for ease of movement, often used along with drops caps in newsletters advertisemnets and magazines

5. A feature that allows a user to set a specifi c font and font size

7. a place holder where word inserts content in a document word automatically uses fields when specific commanda are activated such as those for inserting dates page numbers and table of contents