Name: _____   Date: _____
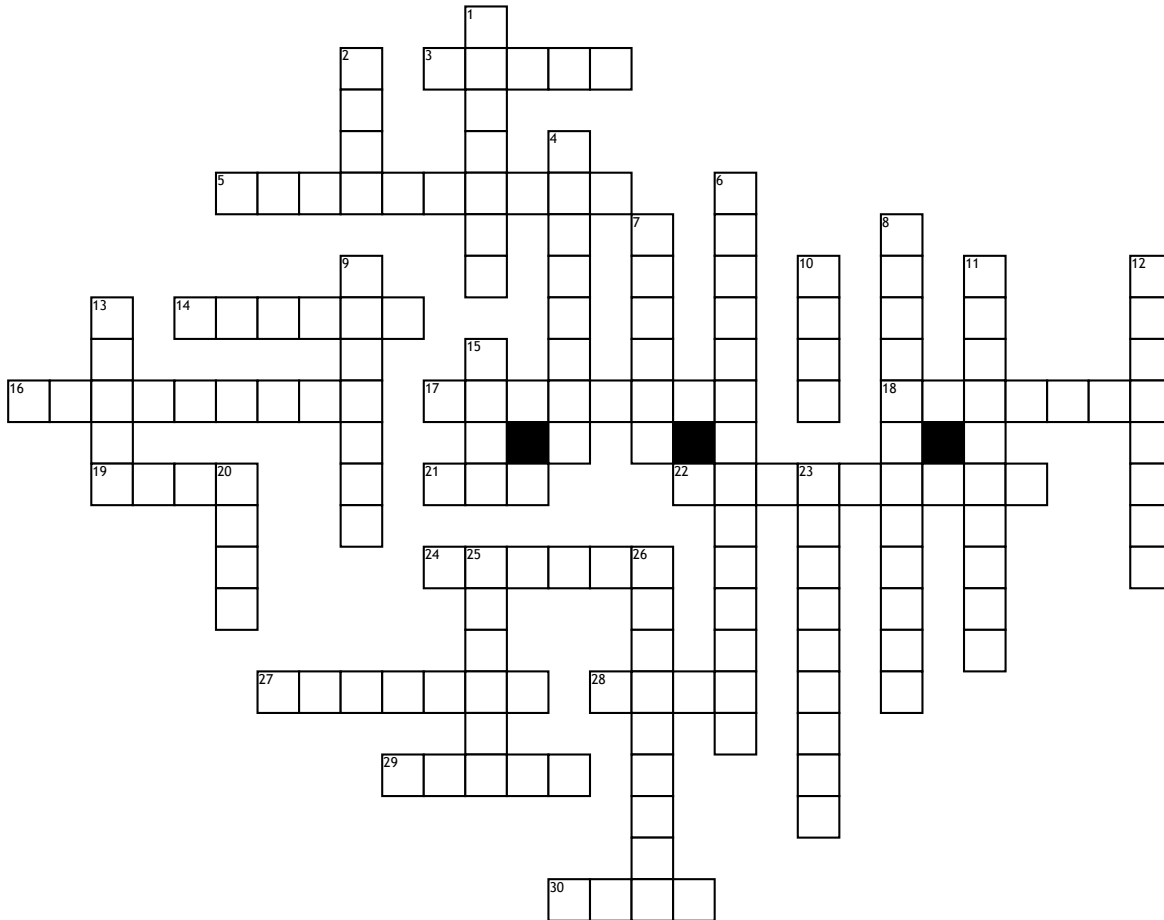
sept 14

Across

3. A font that has small lines at the beginning and end of characters
5. A font in which all of its characters take up the same amount of
14. A tool that is divided into eight tabs that contain groups.
16. A storage area that temporarily stores the items for a user to paste
17. An option that enables users to set document properties
18. An instruction users give Word by clicking a button or entering
19. Eight areas of activity on the Ribbon that contain groups or
21. A command in Word that removes selected text from the original
22. A setting that refers to how text is positioned between the margins.

24. Collections of related Word commands
27. A tool that enables users to visually check your document for
28. A command that repeats a user's last action.
29. A command that pastes text from the Clipboard to a new location
30. A command in Word that places a duplicate copy of selected text

Down

1. A command that enables users to replace one word or phrase with
2. A command that allows users to cancel or undo their last command
4. Master Document that has predefined page layout, fonts, margins,
6. A Word feature that enables users to select multiple items of the

7. A blank space inserted between text and the left or right margin.
8. A command that automatically completes text, such as the current
9. Decorative text that enhances text.
10. A set of characters that have the same design
11. Tiny images of the document pages.
12. Characters to find words or phrases that contain specific letters or
13. To send a document to a printer.
15. A list of options
20. A button in the Quick Access Toolbar that saves an existing
23. A tool that provides a grid of vertical and horizontal lines that help
25. Measuring tools to align text, graphics and other elements used
26. A tool that provides more information about commands.