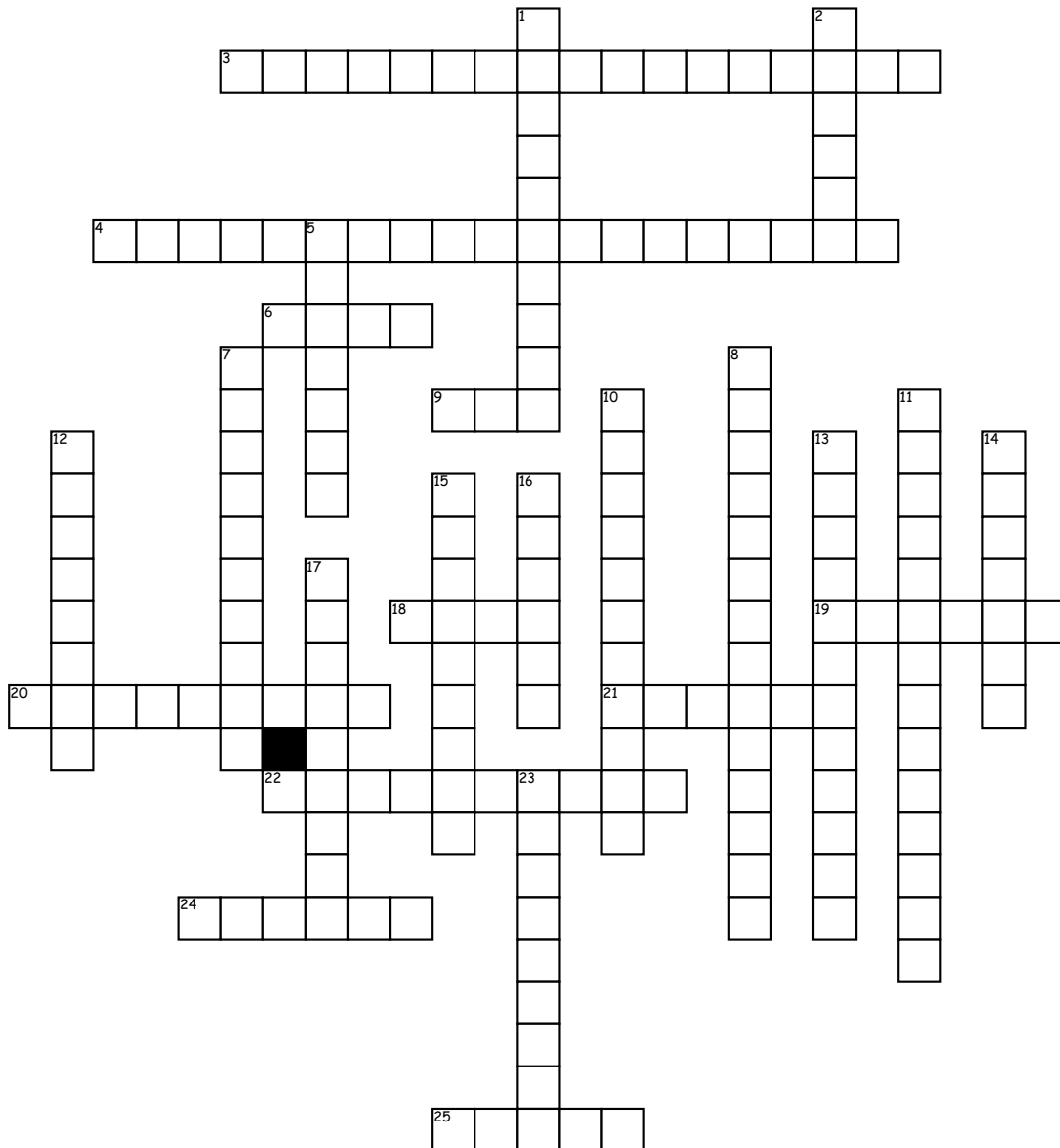


Name: \_\_\_\_\_

Date: \_\_\_\_\_

Period: \_\_\_\_\_

# worossecing systems



## Across

3. when a piece of text is centered between the bottom and top margin

4. used to arrange items in a list with each item beginning with a bullet or a number

6. the word processing tool that allows text or graphics to be copied to another location within a document

9. the word processing tool that removes text or graphics that have been cut or copied

18. the specific design for a collection of letters, numbers, and symbols

19. the blank space at the bottom left and right of a document when you can't type

20. width is greater than the height

21. a blinking character that shows where the next character will appear

22. to put text on a page so that it looks good and is read easily

24. allows you to type above a margin

25. the word processing tool that places text or graphics that have been cut or copied

## Down

1. the way multiple lines of text line up along the left, right, or both margins

2. replaces menu bars and provides groups of commands to use when making a document

5. provides buttons that allow you to access frequently used commands

7. the word processing tool that allows you to check your document for incorrectly spelled words similar to a electronic dictionary

8. a software application that is used to for creating text documents

10. the spacing between lines of text in a document

11. the direction which you can print on a page

12. height is greater than the width

13. the word processing tool that checks selected words in a document for grammatical errors

14. the processing of updating a word processing document

15. allows you to scroll throughout a document that is too long to fit on the digital page

16. allows you to type below the bottom margin

17. temporary storage location for text or graphics to be copied or cut

23. the word processing tool that allows you to find synonyms ( words similar to meanings ) for word in your document