Name: _____ Date: _____

Microsoft Word 2016 Lesson 1-4

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

Nonprinting characters
Mixed punctuation
Navigation Pane
Autocorrect
Wildcard
Ribbon
Go To
Copy

Quick access toolbar
Open punctuation
• Block style
Point size
Save as
Repeat
Tabs
Cut

• Mixed punctuation
• Backstage view
Line spacing
Thumbnails
Preview
Print
Save

Document Properties
Negative indent
Object Zoom
Clipboard
Replace
Paste
Font