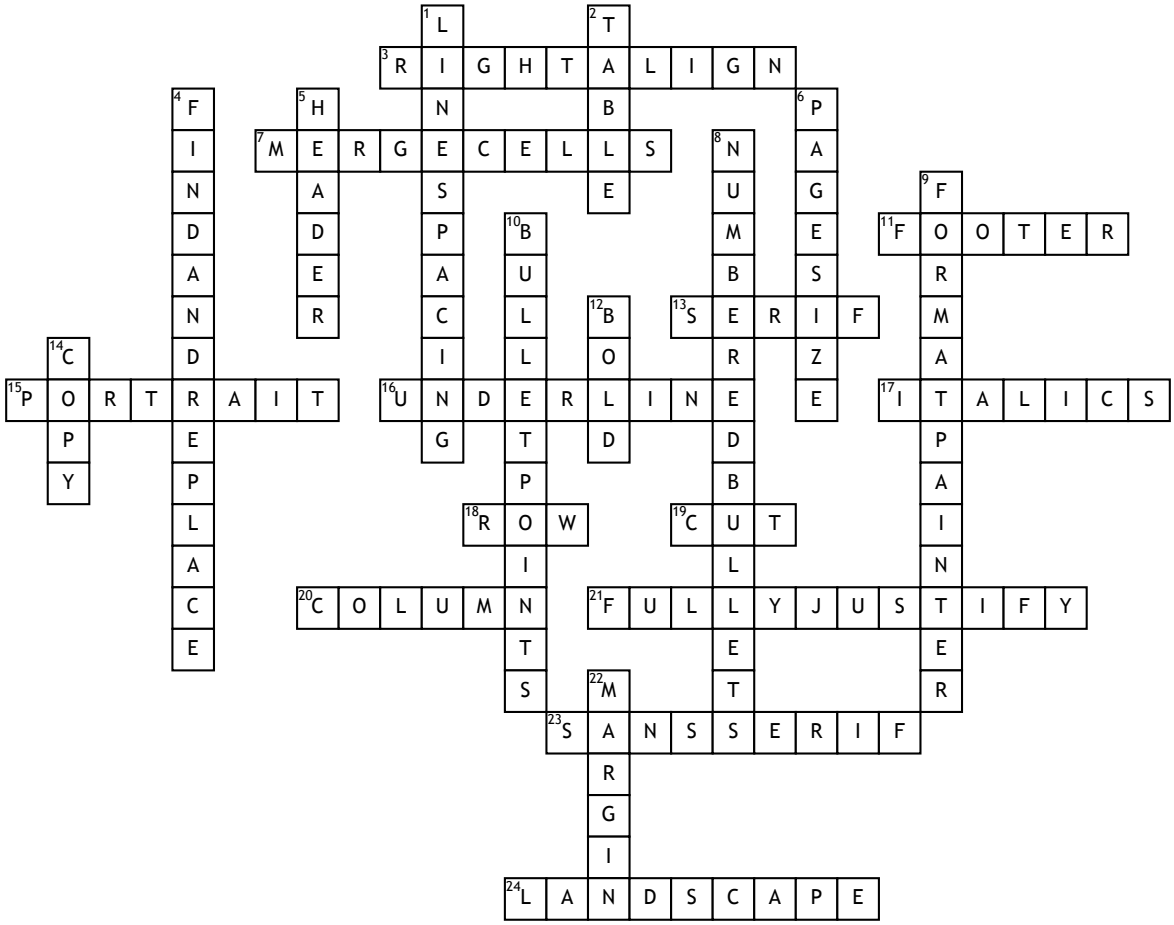
Name: _____ Date: _____

Word Processing



Across

3. Text which is straight on the right margin

7. Used to combine cells in a table

11. Used to insert inforamtion at the bottom of every page in a document.

13. The name given to old styles of font.

15. Paper direction is vertical

16. Puts a line undernath the text.

17. Makes the text lean towards the right.

18. Cells going across a table.

19. Ctrl + X

20. Cells going down a table

21. Text which is straight on both margins.

23. The name given to modern styles of font.

24. Paper direction is horizontal

Down

1. Set the size of the gap inbetween lines in your document.

2. A way of organising information into rows and columns

4. Used to locate and change a specific word in a document.

5. Use to insert information at the top of every page in the document.

6. A1, A2, A3, A4 and A5 are examples of what?

8. Creates an ordered list.

9. Automatically changes text to the selected format.

10. Creates an unordered list.

12. Increases the thickness of the text to make it stand out more in the document.

14. Ctrl + C

22. The adjustable area between the edge of the page and the text which is usually kept blank.