key terms word 2013

The crossword grid contains the following completed answers:

1. REPLACE
2. S (SANSSERIF - down)
3. DIALOGBOX
7. SAVE
10. PROPORTIONALSPACE
14. PRINT
15. SHORTCUTMENU
18. CHARACTER
20. COMMAND
21. WHITESPACE
22. SAVEAS
24. MENU
25. COPY
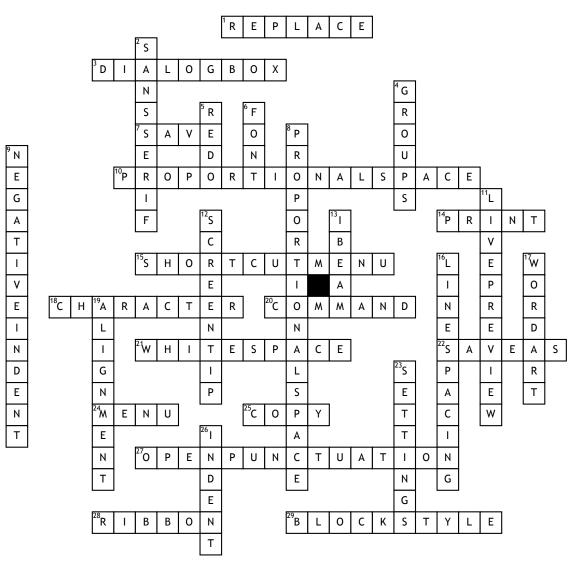27. OPENPUNCTUATION
28. RIBBON
29. BLOCKSTYLE
30. THUMBNAILS

Across

1. A command that enables users to replace one word or phrase with another

3. a box that displays additional options or information you can use to execute commands

7. A button in the Quick Access Toolbar that saves an existing document

10. a font in which the horizontal spacing varies

14. To send a document to a printer.

15. a menu that contains a list of useful commands.

18. Any single letter, number, symbol, or punctuation mark.

20. An instruction users give Word by clicking a button or entering info into a command box

21. a space between pages in a document.

22. A dialog box that will save a document in a specific format.

24. A list of options.

25. A command in Word that places a duplicate copy of selected text in the clipboard

27. a style that requires no punctuation after the salutation or the closing

28. A tool that is divided into eight tabs that contain groups.

29. A format style that aligns text along the left margin.

30. Tiny images of the document pages.

Down

2. a font that does not have the small line extensions on its characters.

4. Collections of related Word commands.

5. A command that repeats a user's last action.

6. A set of characters that have the same design.

8. a font in which the horizontal spacing varies.

9. a setting that extends paragraph text into the left margin.

11. live preview shows you how your document will look with the selected feature

12. A tool that provides more information about commands

13. The large "I" created when users place the cursor near the insertion point

16. The amount of space between lines of text in a paragraph.

17. Decorative text that enhances text.

19. A setting that refers to how text is positioned between the margins

23. An option that enables users to set document properties.

26. A blank space inserted between text and the left or right margin.