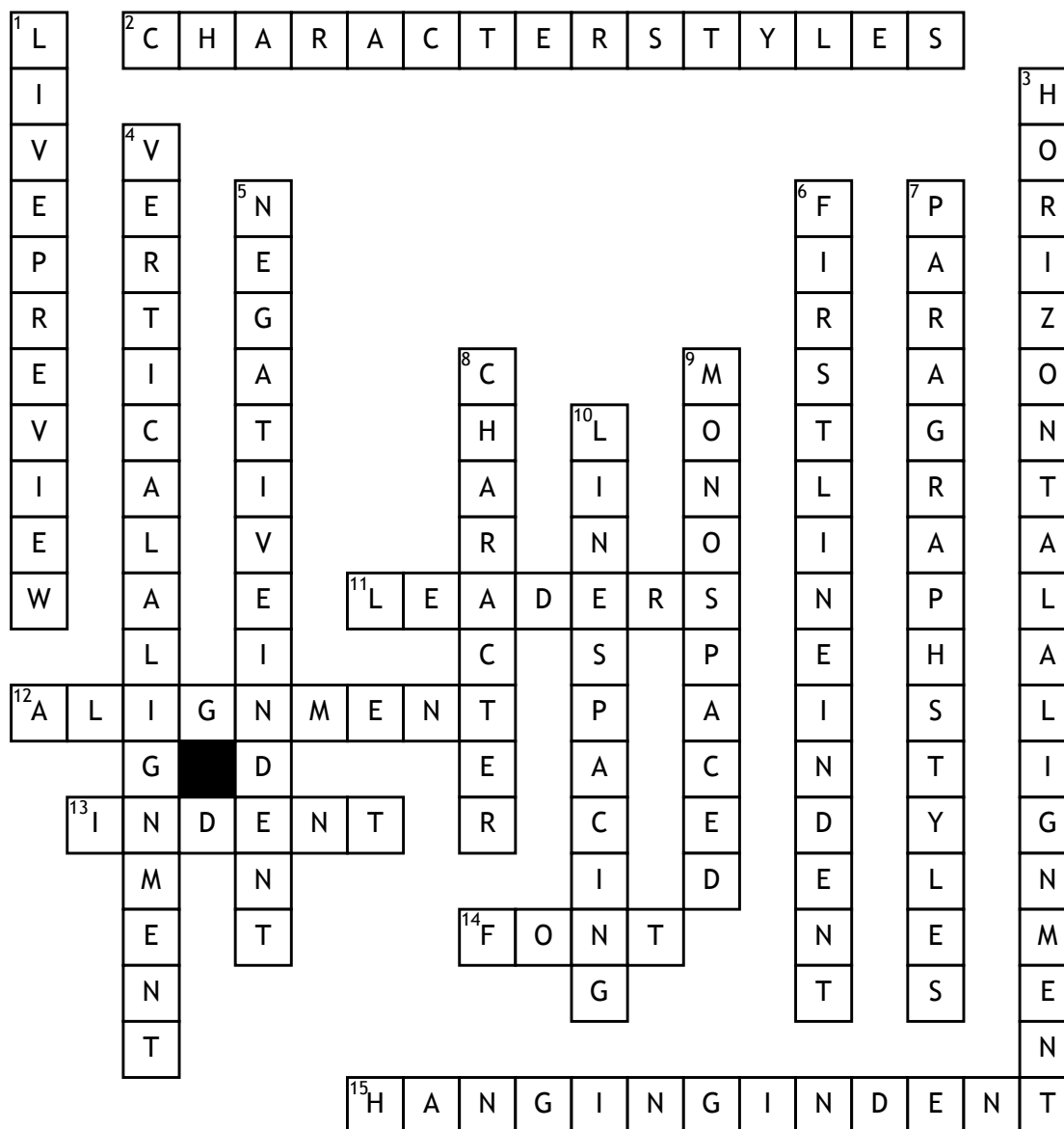


Word 2013 Key Terms



Across

2. a style that is applied to individual characters or words that users

11. A tool identified with symbols such as dotted, dashed, or solid

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

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

14. A set of characters that have the same design

15. A setting that begins the first full line of text in a paragraph at the

Down

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

3. A setting that refers to how text is positioned between the left and

4. a setting that refers to how text is positioned between the top and bottom

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

6. A setting that inserts a one-half inch of blank space

7. a style in which the formats are applied instantly to all text in the

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

9. A font in which all of its characters take up the same amount of

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