

Name: _____

Date: _____

MS Word Vocabulary

Across

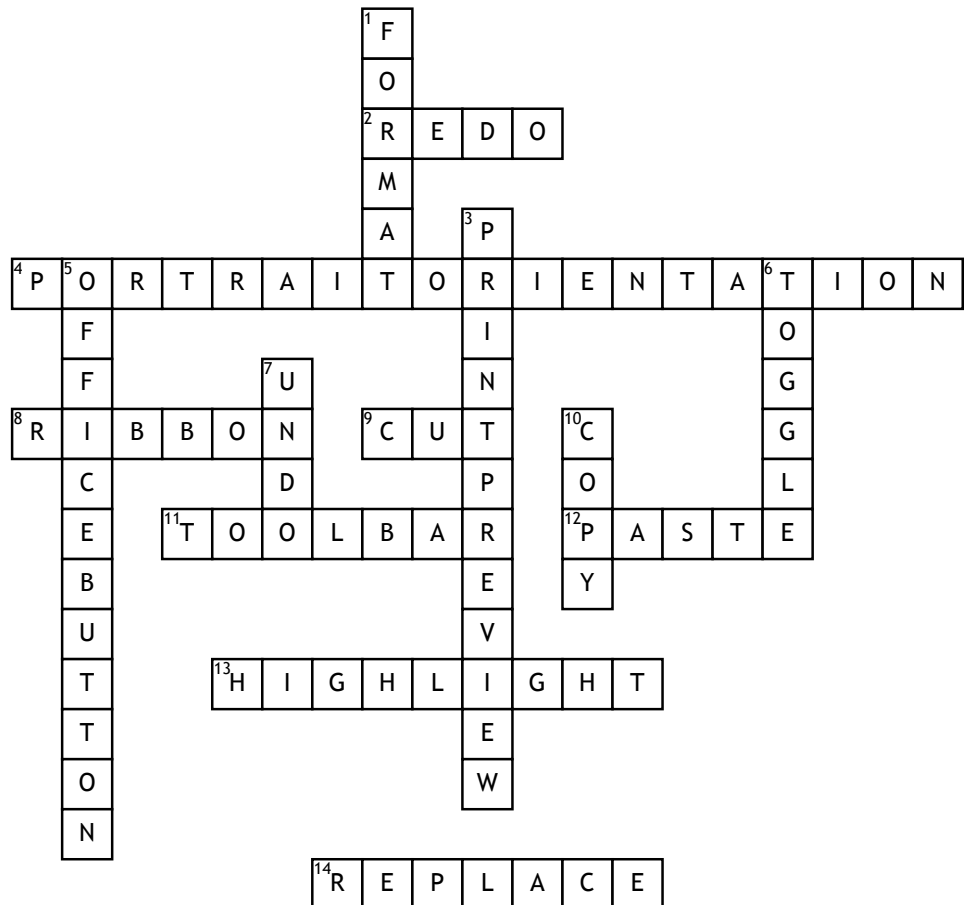
2. The Redo command reverses an Undo action
4. Documents printed in portrait orientation are longer than they are wide
8. Contains commands for working with the document, organized by tabs
9. When you cut selected text, it is removed from the document and placed on the Clipboard
11. A small bar that contains buttons for performing commands
12. Once you have placed text on the Clipboard, you can then paste into the document whatever is stored on the Clipboard

13. The easiest way to move text is to select it, position the pointer on top of the selected text, and then drag the selected text to the new location

14. Allows you to replace a word or phrase in the Find what box with another word or phrase you key in the Replace with box

Down

1. The appearance of text



3. Enables you to look at a document as it will appear when printed

5. Click it to open a menu, which contains commands for working with files

6. Switching between two options using the keyboard

7. Reverses recent actions

10. When you copy selected text, it remains in its original location and a copy of it is placed on the Clipboard

