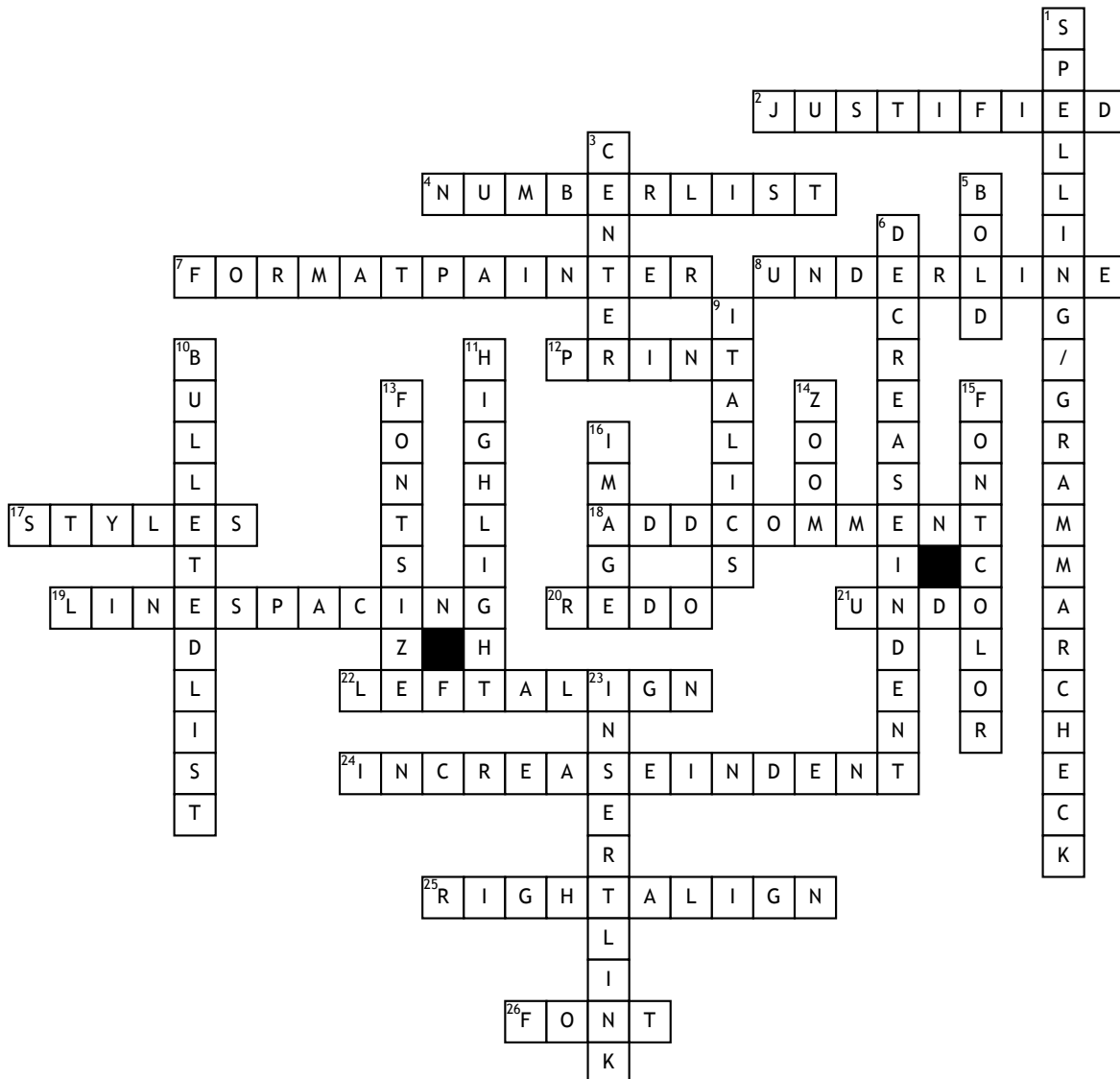


Name: _____

Date: _____

Google Docs



Across

2. Text/Item is evenly spaced all the way across the page
4. A list that has a number at the beginning of every line
7. Applies the format to multiple items
8. Place a line under the text/item
12. Prints the document
17. Changes the font type and font size
18. Places a comment on the document without typing in the document.
19. How much space is between each line

20. Redoes a step that was undone

21. Undoes the step previously done

22. Places all the text/item on the left margin

24. Increases how far over an item is indented

25. Places all the text/item on the right margin

26. The way in which the text looks

Down

1. Checks the spelling and grammar

3. Places the text/item in the center of the document

5. Makes the text thicker

6. Reduces how far an item is indented over

9. Slants the text

10. A list that has a bullet at the beginning of every line

11. Makes the color change behind the text/item

13. Changes the size of the font

14. Makes the entire document larger or smaller

15. Changes the color of the font

16. Inserts a picture

23. Places a link to another google item or website