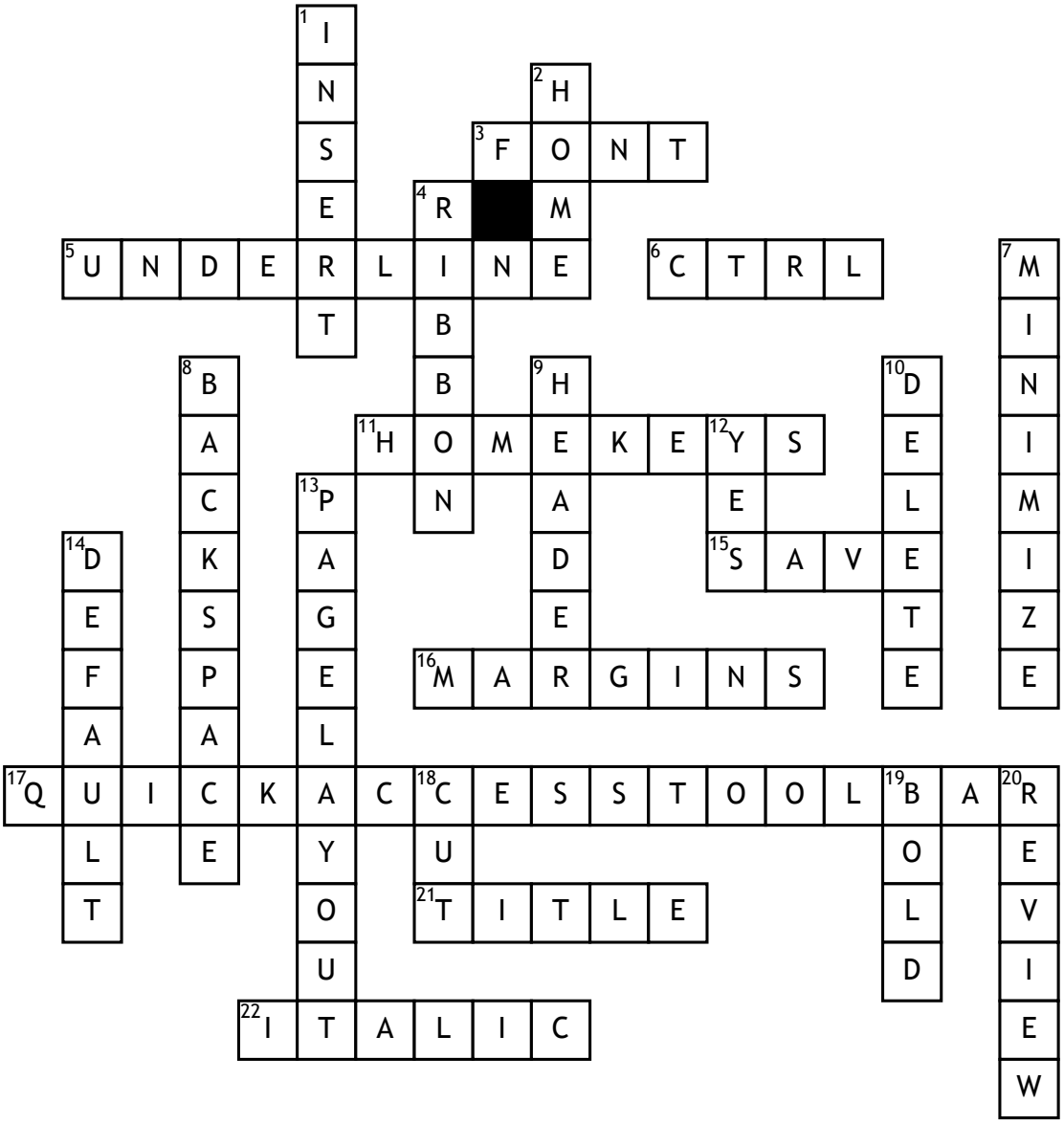
Name: _____ Date: _____

BIM I Word



Across

3. Text style

5. To place a line under a letter or word

6. This key is used as a shortcut key

11. The keys your fingers should rest on when keying

15. This is what you must do when finished with a document, if you ever want to see it again

16. On the page layout ribbon tab, use this to change the amount of blank space left around the edge of your printed document

17. This toolbar is at the top left corner of the word screen and displays icons of different commands

21. The bar at the top of the word screen that shows the name of the document

22. Use this to make your letters slanted

Down

1. To add a picture to a document click on this tab

2. To change to font color click on this tab

4. The part of the word screen that is directly under the ribbon tabs

7. The opposite of maximize

8. To delete something to the left of the cursor, use this key

9. Use this to place the same information at the top of every page in a document

10. To delete something to the right of the cursor, use this key

12. It is possible to change the font size on the home ribbon tab

13. Change the page orientation by clicking on this tab

14. The original settings on the computer

18. To remove a letter or sentence from a document

19. This makes the type darker than normal

20. To use spell check you must go to this ribbon tab