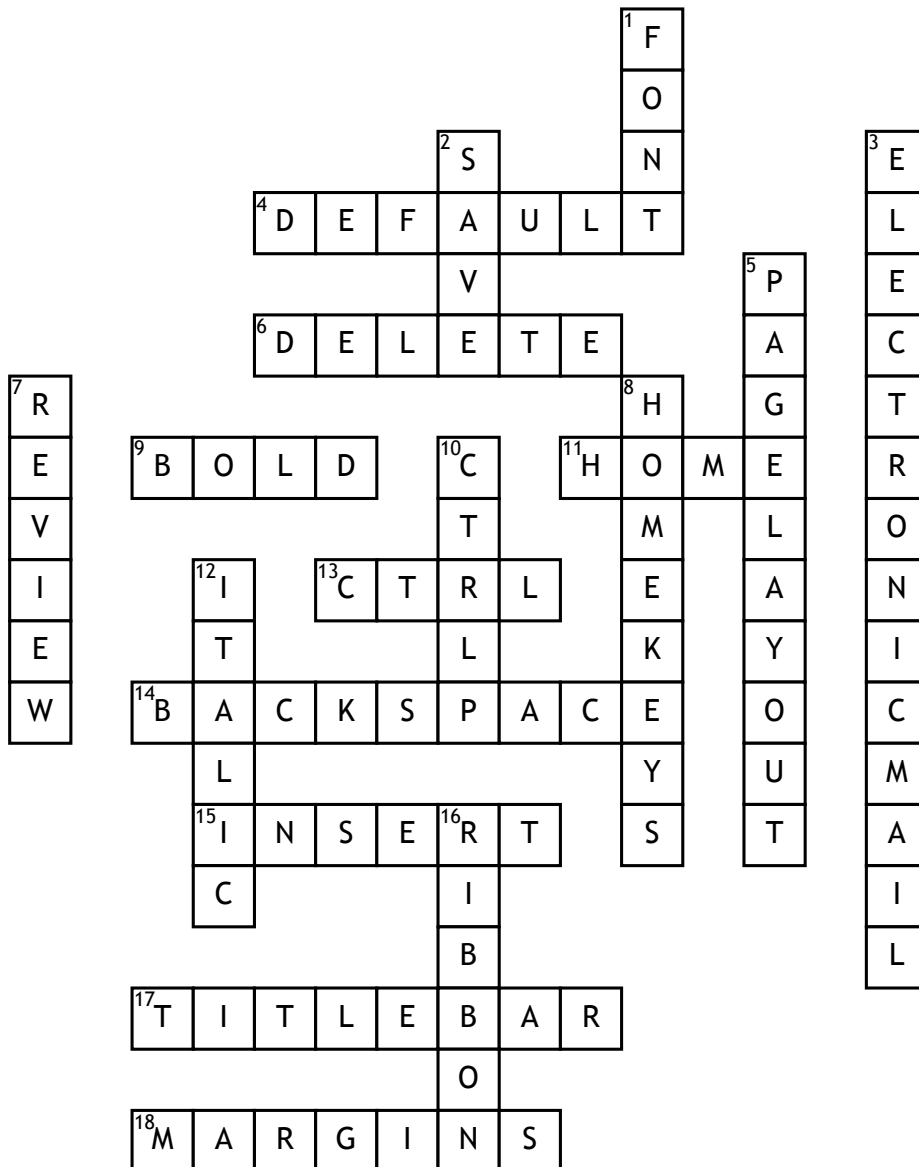


Name: _____

Date: _____

BIM I



Across

4. The original settings on the computer
6. Use this key to remove what is to the right of the cursor
9. Use this to make your lettering darker than normal
11. To change the font color, click on this ribbon tab
13. This key is used as a shortcut key
14. Use this key to remove what is to the left of the cursor
15. To place a picture in a word document, click on this ribbon tab

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

18. This is on the page layout ribbon tab to use when you want to change how much blank space is around the edges of the document

Down

1. Text characters specific style
2. You must do this to a document if you ever want to see it again
3. Email stands for

5. To change the page orientation click on this ribbon tab

7. Spell check is on this ribbon tab

8. The keys your fingers rest on when keying

10. The shortcut keys to print

12. This makes the text slanted and is found on the home ribbon tab

16. The area just below the ribbon tabs