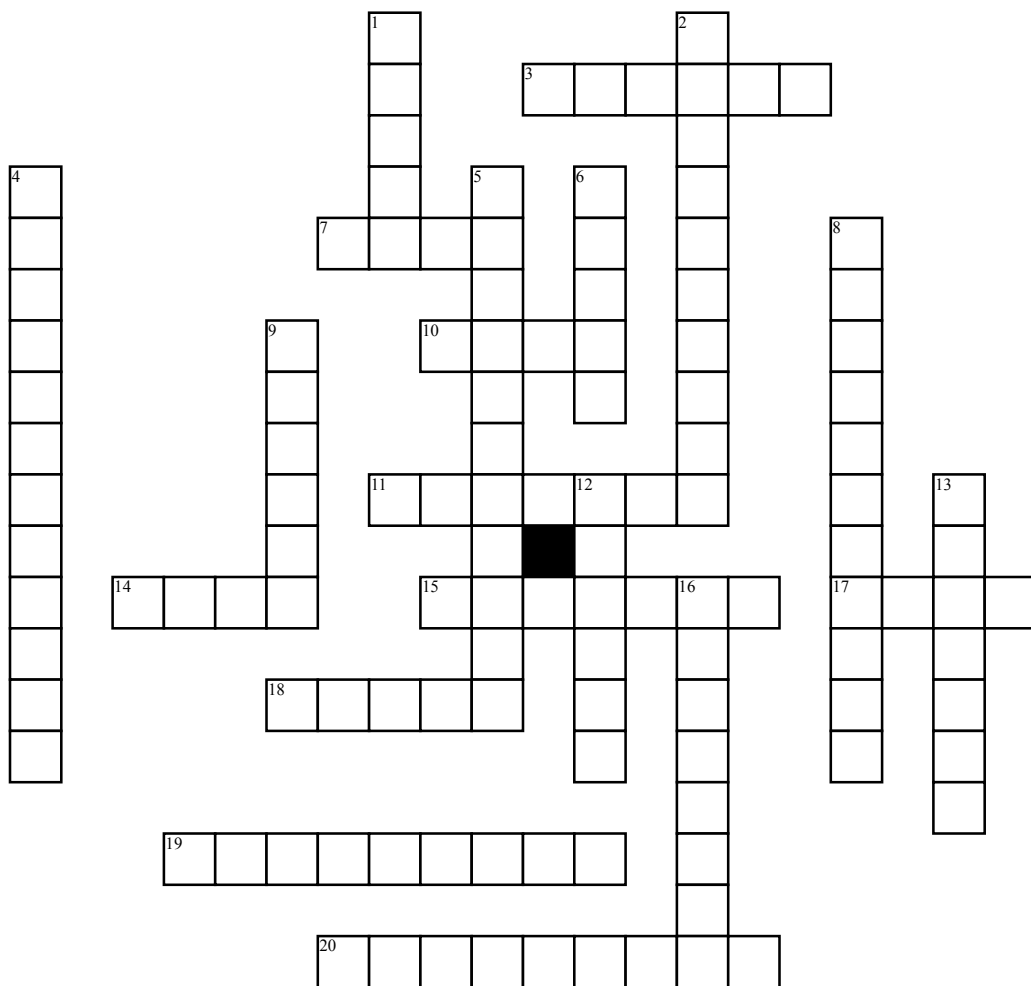


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Microsoft word Vocab 1-5



## Across

3. The first line of a paragraph that appears alone at the bottom of a page.

7. A list of options.

10. A command in the scroll box that enables users to browse by field, endnote, footnote, comment, section, page, edits, headings, graphics, or tables.

11. The blank borders that occupy the top, bottom, and sides of document.

14. A set of characters that have the same design.

15. A tool identified with symbols such as dotted, dashed, or solid lines that fill the space before tabs.

17. A command in word that places a duplicate copy of selected text in the clipboard.

18. To send a document to a printer.

19. The location in a document where on pages ends and a new page begins.

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

## Down

1. A command that pastes text from the clipboard to a new location in the original document or new document

2. Tiny images of the document pages.

4. A tool used to create layout or formatting changes in portion of a document.

5. A feature that replace symbols, commonly misspelled words, and abbreviations with specific text strings.

6. The last line of a paragraph appears at the top of a page.

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

9. A command that repeats a user's last action.

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

13. A command that enables users to replace one word or phrase with another.

16. Changes the page layout of the document and hides the ribbons. Some editing tools are available.

## Word Bank

Orphan

Character

Go To

Autocorrect

Copy

Leaders

Section break

Replace

Widow

Thumbnails

Paste

Menu

Read Mode

Print

Page break

Repeat

Font

Indent

Margins

Line spacing