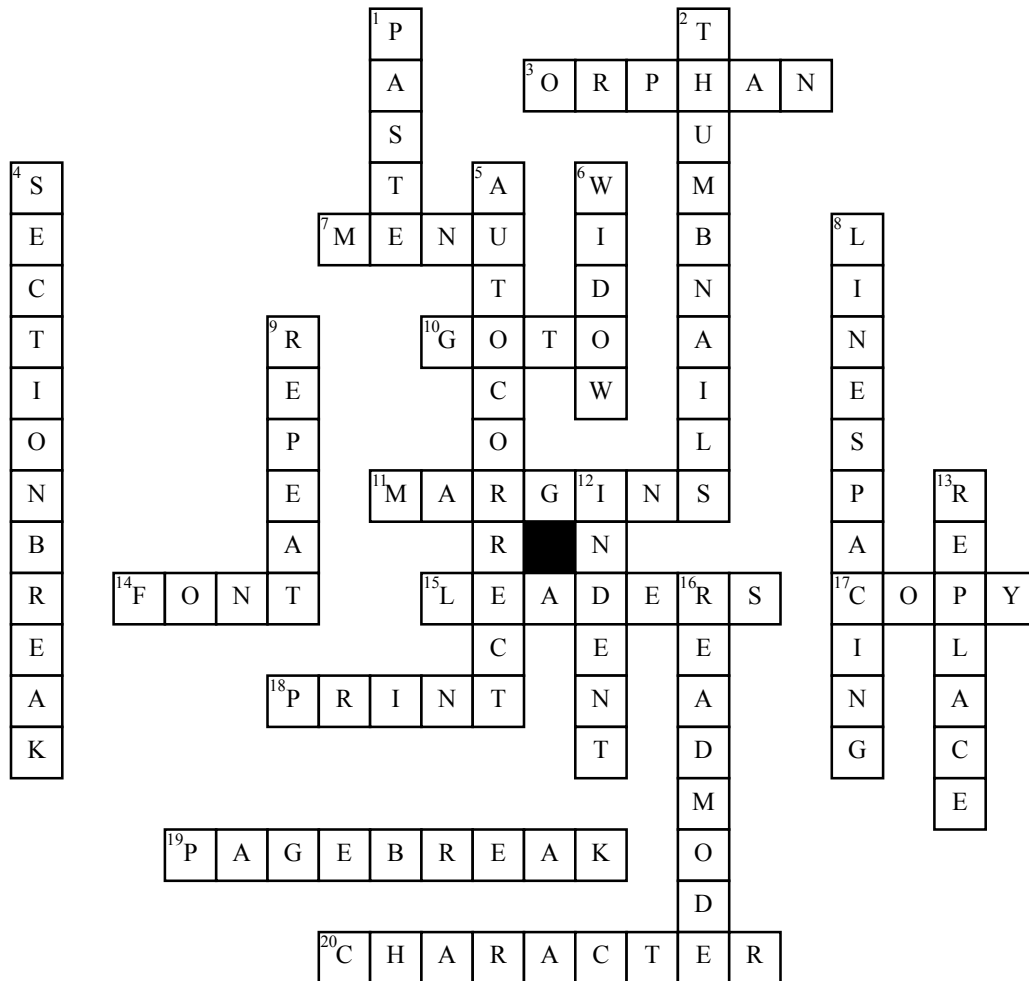


Name: _____

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 scrool 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

Replace

Paste

Line spacing

Section break

Orphan

Leaders

Widow

Thumbnails

Margins

Menu

Copy

Font

Print

Autocorrect

Indent

Character

Read Mode

Repeat

Page break

Go To