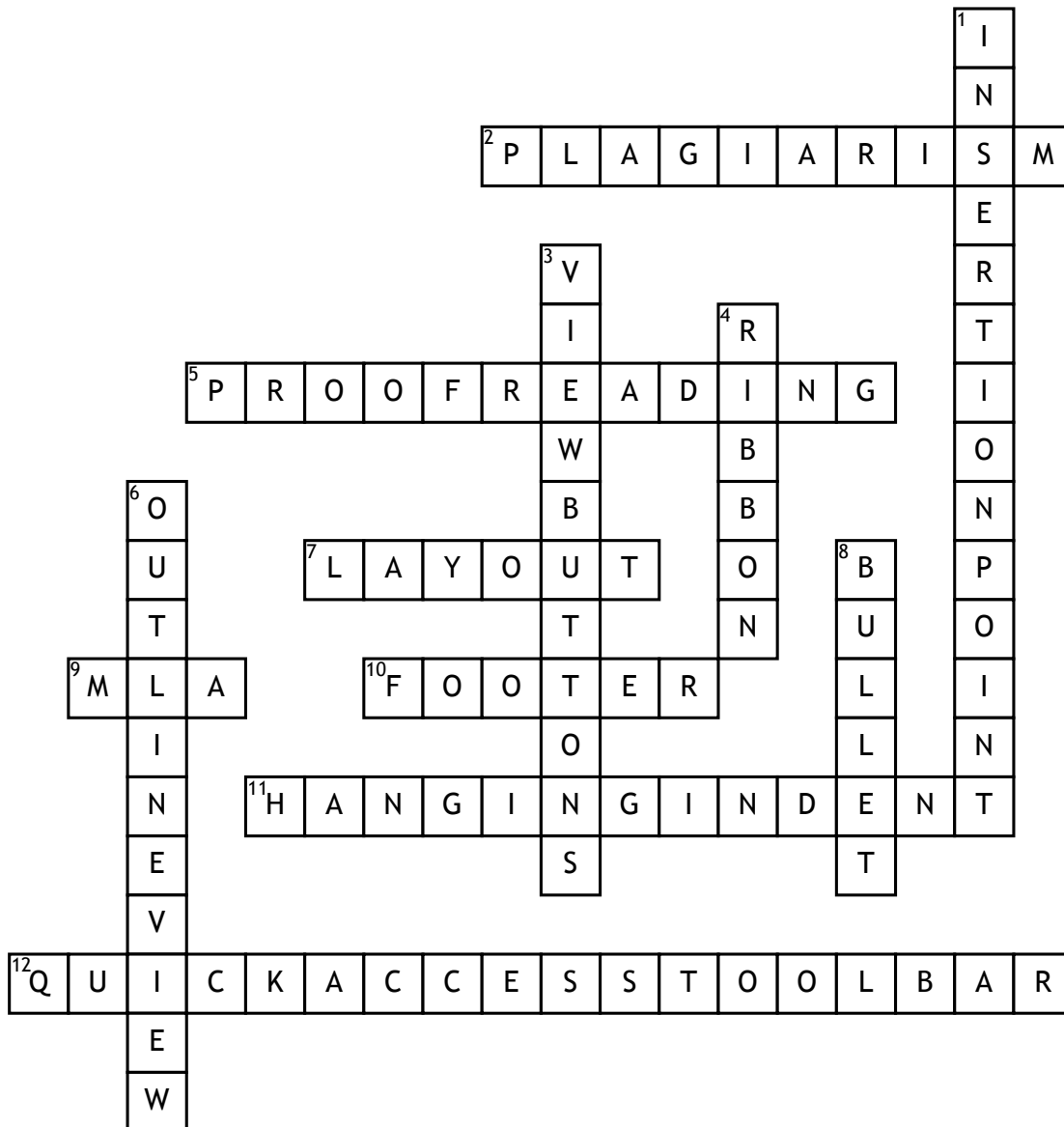


Name: \_\_\_\_\_

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

# Microsoft Word



## Across

2. Rephrase or paraphrase another's ideas, writings, or creations within the content of your own project without citing the original author/owner. Submitting a paper written by a paper-writing service, a student who previously took the class, or a paper used in another class. Use ideas, writings, or creations of another and present them as your own.

5. A process to correct grammar, spelling, and punctuation before publishing a business document.

7. The way content and placeholders are placed on the slide

9. Formatting style typically used for academic papers and books.

10. An area located at the bottom of a document that allows insertion of notes that will copy to all pages within a document.

11. Formatting a paragraph where the first line is right-aligned and all other lines of text are indented one tab.

12. Displays the save, undo, and repeat buttons by default, can also be customized to include any commands.

## Down

1. Text appears in a document at this point.

3. Used to switch between views; located at the bottom-right of the document window.

4. Contains commands for working with the document, organized by tab

6. Displays headings and text in outline form so you can see the structure of your document and reorganize easily.

8. Any small character that appears before an item in a list