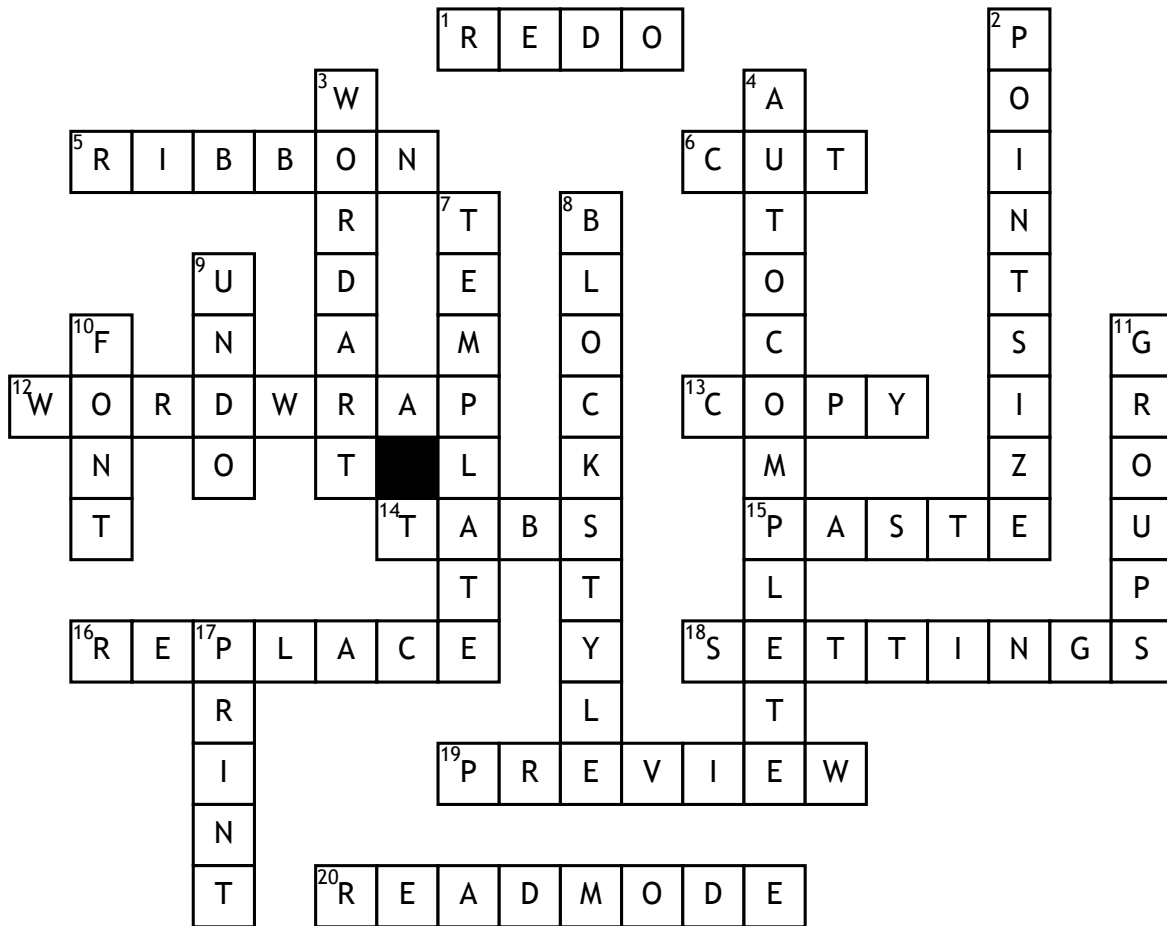# Microsoft Word 1-4

Across

1. A command that repeats a user's last action.
5. A tool that is divided into eight tabs that contain groups.
6. A command in Word that removes selected text from the original location and place the deleted text in the Clipboard collection.
12. A tool that automatically wraps text to the next line as it reaches the right margin.
13. A command in Word that places a duplicate copy of selected text in the Clipboard.
14. Eight areas of activity on the Ribbon that contain groups or collections of related Word commands.

15. A command that pastes text from the Clipboard to a new location in the original document or new document.
16. A command that enables users to replace one word or phrase with another.
18. An option that enables users to set document properties.
19. A tool that enables users to visually check your document for errors before printing.
20. Changes the page layout of the document and hides the ribbons. Some editing tools are available.

Down

2. A measurement that refers to the height of characters with one point equaling approximately 1/12 of an inch.
3. Decorative text that enhances text

4. A command that automatically completes text, such as the current date, day of the week and month.
7. Master document that has predefined page layout, fonts, margins, and styles and is used to create new documents that will share the same basic formatting.
8. A format style that aligns text along the left margin.
9. A command that allows users to cancel or undo their last command or action.
10. A set of characters that have the same design.
11. Collections of related Word commands.
17. To send a document to a printer.