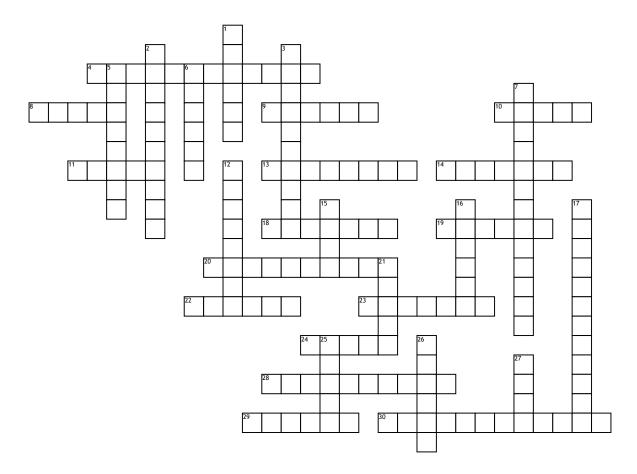# Microsoft Word 2016

Across

4. Looking for errors
8. Computer program that can damage files and programs
9. To change the appearance of
10. The last line of a paragraph by itself at the top of a page
11. Font size measurement, 1/72 of an inch
13. Properties that contain file details including date created/changed, statistics, and file size
14. A word with a similar meaning
18. A word with an opposite meaning
19. Default style in Word
20. Details about a file
22. The first line of a paragraph at the bottom of a page
23. Default font for body text

24. Named group of formatting characteristics
28. Prints with an underscore "_" below each character
29. Text and/or graphics printed at the top of each page
30. Series of paragraphs or statements, each beginning with a bullet

Down

1. Text with a slanted appearance
2. Process of changing the way characters appear
3. Allows you to cancel your recent commands(s) or actions(s)
5. Increasing or reducing the size of a graphic
6. Where are the tabs, groups and commands located?

7. Small squares and circles on a selection rectangle
12. Allows you to type words in a paragraph continually
15. Another name for typeface
16. Text and/or graphics printed at the bottom of each page
17. Can make typing more efficient because your hands are on the keyboard
21. Colored area behind text or graphics
25. Set of unified formats for fonts, colors and graphics
26. Moving portions of the screen into and out of sight
27. Characters that appear somewhat thicker and darker than other characters