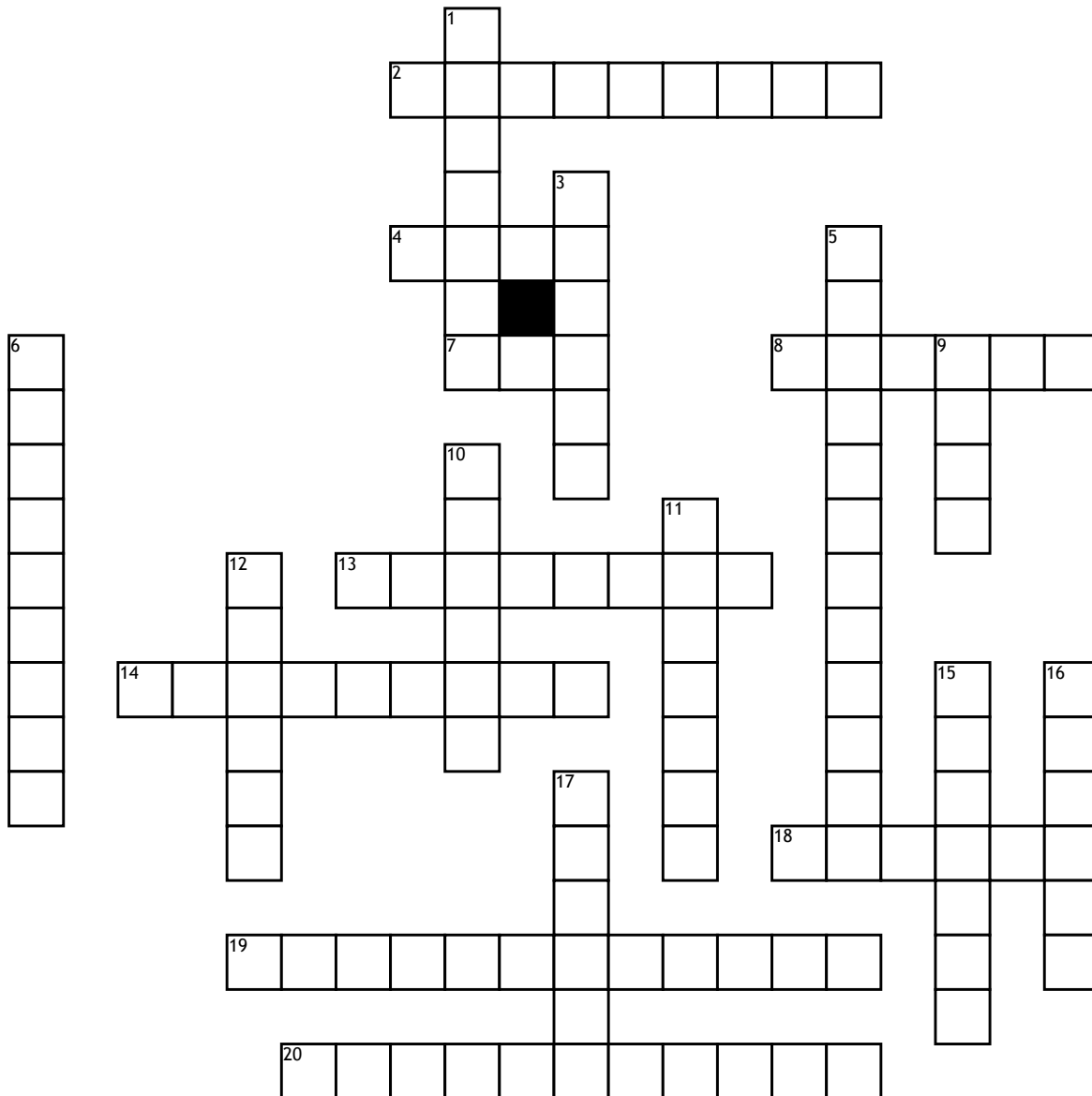Name: _____ Date: _____

IBCA CrossWord

Across

2. Line spacing between closing and writer's name

4. Document that has recently been replaced by email

7. The key used to indent first line of a paragraph

8. Composed of tabs, each containing groups of related commands

13. Computer automatically returns the text when it has reached the end of the line

14. Tab on MW used to control line spacing

18. Font size for all documents to be typed

19. Another name for reference page

20. 15 underlines on a table

Down

1. The line typed in all caps in a memo

3. Spacing used for an unbound report

5. Feature used to view your document before printing

6. Key used to remove text to the left of the insertion point

9. Part of a business letter that contains complete sentences and paragraphs

10. How a document is arranged on paper

11. Indention used for references on an unbound report

12. Amount of space from a document's text to the edge of the page

15. Longest line in each column of a table

16. Allows document to be given specific file name and destination

17. Spacing used for the body of memo and letter