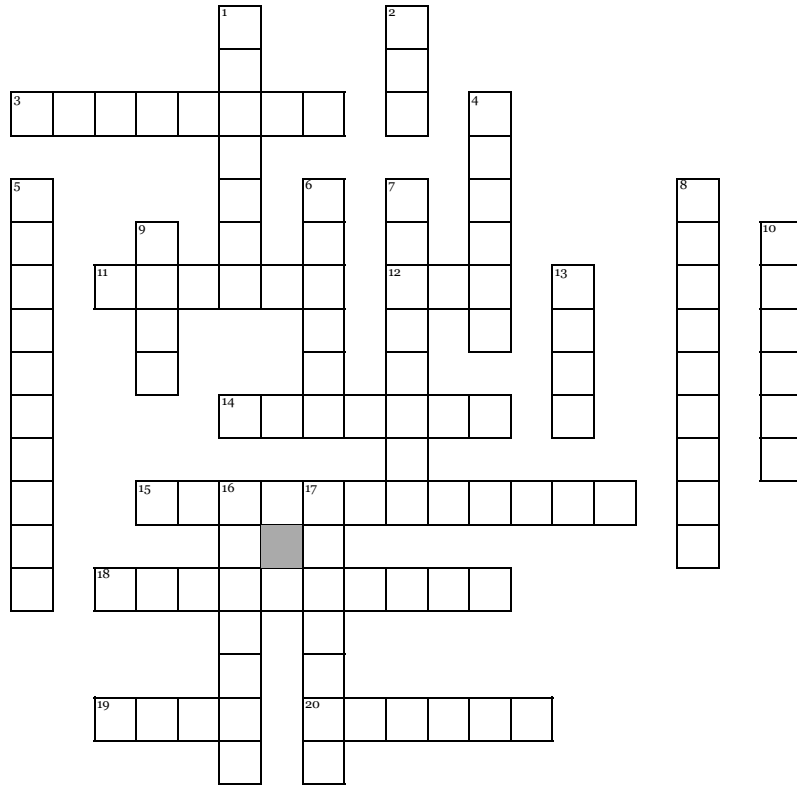


Name: _____

Microsoft Word



Across

3. When you send a document to a printer, you are _____ the document.
11. This goes at the bottom of a page and is the opposite of a header.
12. _____ business was business that was not taken care of in the last meeting.
14. One way to align a paragraph is to use a _____ indent.
15. This page is put at the end of an essay to give your sources credit.
18. This is inserted at the top of a document to put information such as your name, the date, and the page numbers.
19. Changing this means changing the way the text looks.
20. If you make your own margins, you are creating a _____ margin.

Down

1. These are images used to make a document more interesting.
2. To indent text, you can just hit the _____ key.
4. This is a list of items to be discussed or acted upon.
5. When you change text or pictures, you are doing this to it.
6. This is the white space on the outside of a document.
7. You can make an image the size and shape that you want by _____ the image.
8. If a paragraph is flush with the left margin, than it is left _____.
9. To make text stand out, you will make it _____.
10. In an essay, you will use _____ spacing.
13. True or false? The time is included in the heading for minutes.
16. These are small dots that all support an idea above it.
17. When you slant text, you put it in _____.