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, then 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 ________. 