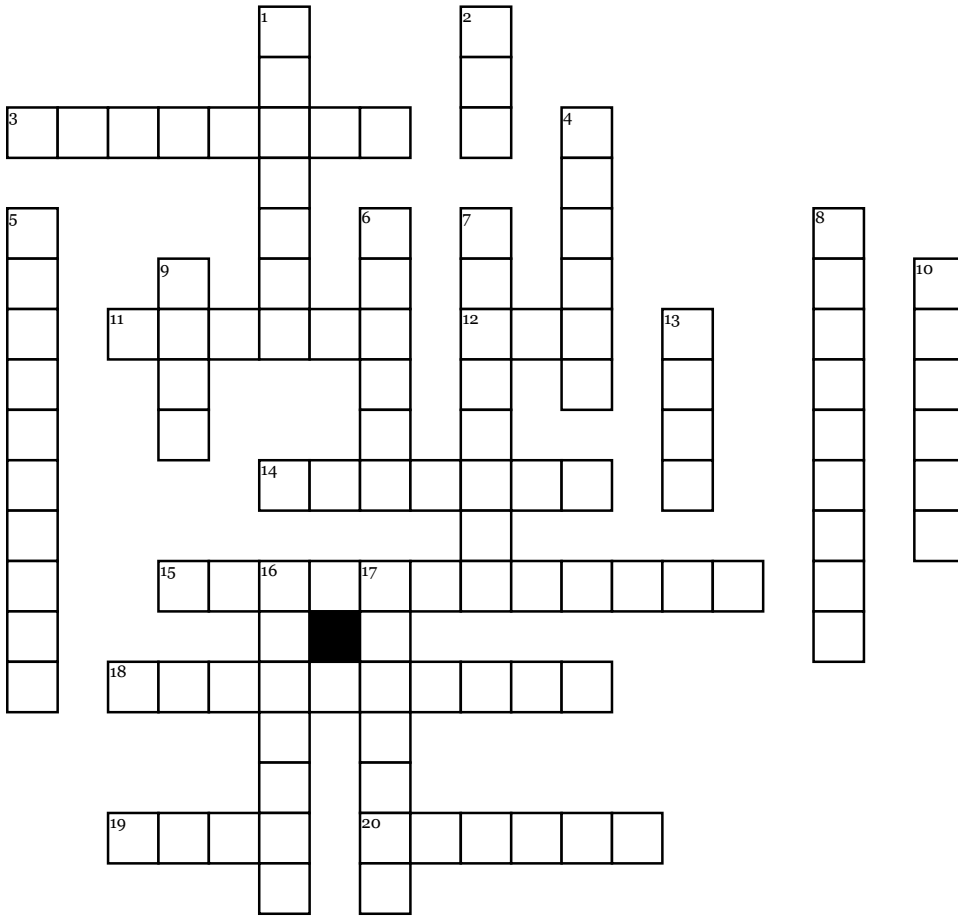


Name: _____

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, 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 _____.