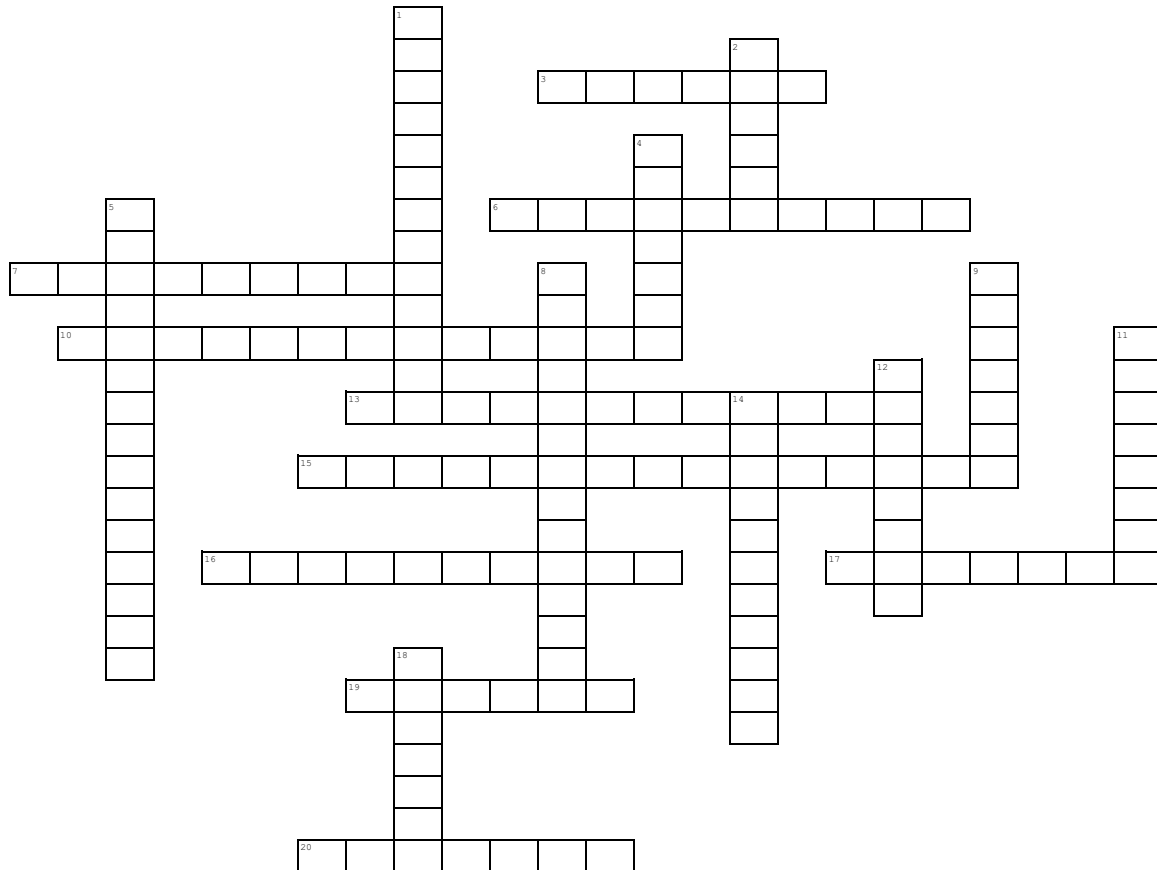


Microsoft Word & PowerPoint Vocabulary



Across

3. sets of formatting specifications
6. the area on a sheet of stationery where the name, address and other information is printed
7. appears at the bottom and/ or right side of a window to allow a user to view another part of the window
10. a paragraph format in which the first full line of text is not indented but the following lines are indented
13. Means the flagged text is not in Word's dictionary
15. automated features such as a pop-up calendar or drop-down list that make it easier to enter or format information.
16. items you can insert include fields, such as current date, author, title, will update automatically
17. a note at the end of the document or section that is used to cite references or to give more information
19. a printed note placed below the text on a printed page
20. an area at the top of an office program window that contains commands for working with the open file; the commands are organized under tabs

Down

1. correctly spelled word used inappropriately
2. text that is printed at the top of each page
4. an automatic determination of the best width for a column or the best height for a row, based on its contents
5. Special symbols that represent spaces, tabs, and paragraphs, that do not appear on the paper when a document is printed
8. indicates that the text may be incorrect grammatically
9. used to position the content on a slide
11. a printed note of definition placed below the text at the bottom of the page
12. creating a lower-level paragraph
14. the amount of space above and below a paragraph
18. called the primary tab, contains the more frequently used commands