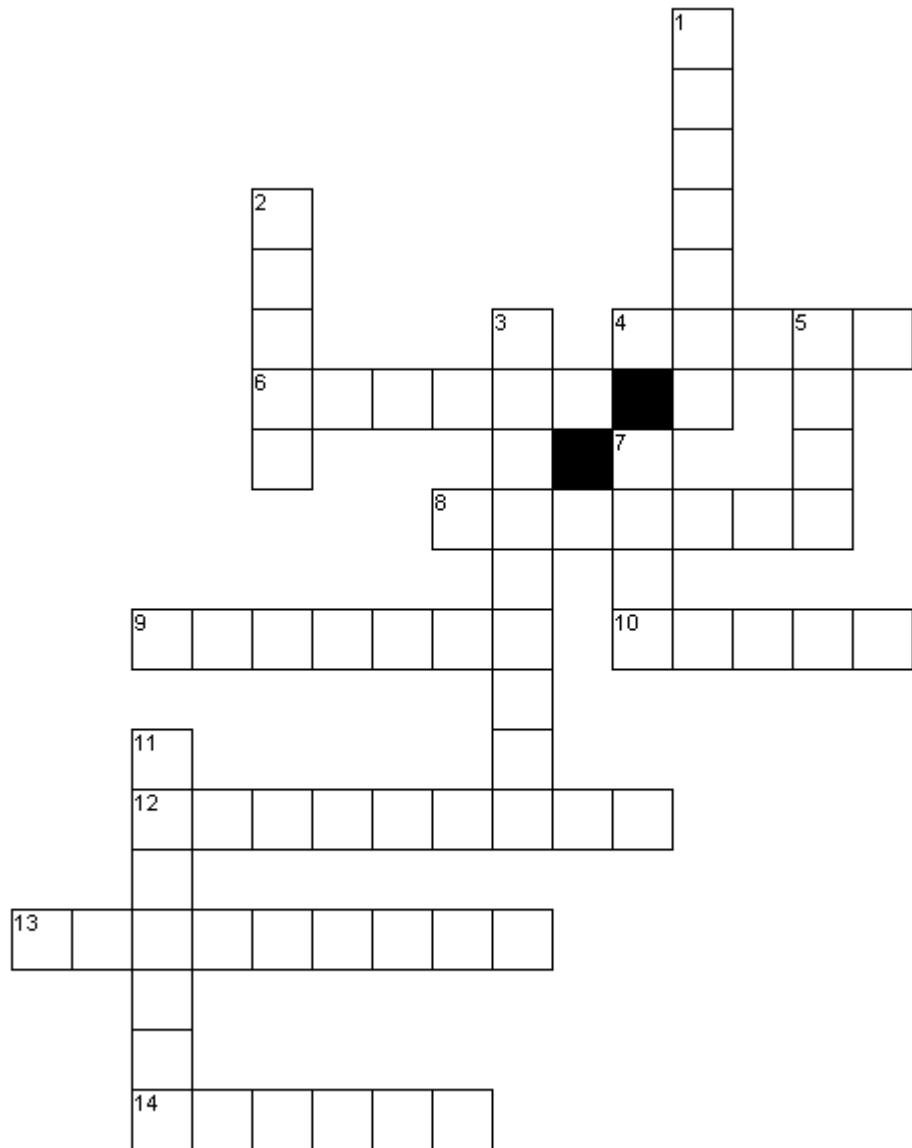


## WORD PROCESSING TERMS #1



### Across

4. You can change the style of text by going to this dialog box under the Format menu.
6. You can find the Tabs dialog box under the \_\_\_\_\_ menu.
8. You call a set of dots, dashes or underlines Tab \_\_\_\_\_.
9. What do you call the markers on the ruler that set where the first line of text starts, as well as where the rest of the lines of text in a paragraph start?
10. Under what menu item will you find the Spelling and Grammar dialog box?
12. Left, Center, right and justify are all text \_\_\_\_\_ commands.
13. To check or adjust the margins, you go to the \_\_\_\_\_ dialog box found under the FILE menu.
14. This dialog box shows current name and location of a document and allows you to save a changed document without erasing the original.

### Down

1. Inserting a Page Break can be done by hitting the ENTER and \_\_\_\_\_ keys.
2. Inserting a forced Line Break can be done by hitting the ENTER and \_\_\_\_\_ keys.
3. You look under this tab in the Page Setup dialogue box to find Portrait and Landscape page orientations.
5. There are four major kinds of \_\_\_\_\_ Stops: left, right decimal and center.
7. Under what menu will you locate Find and Replace?
11. You can set the size of the Page \_\_\_\_\_ by going to the Page Setup dialog box.