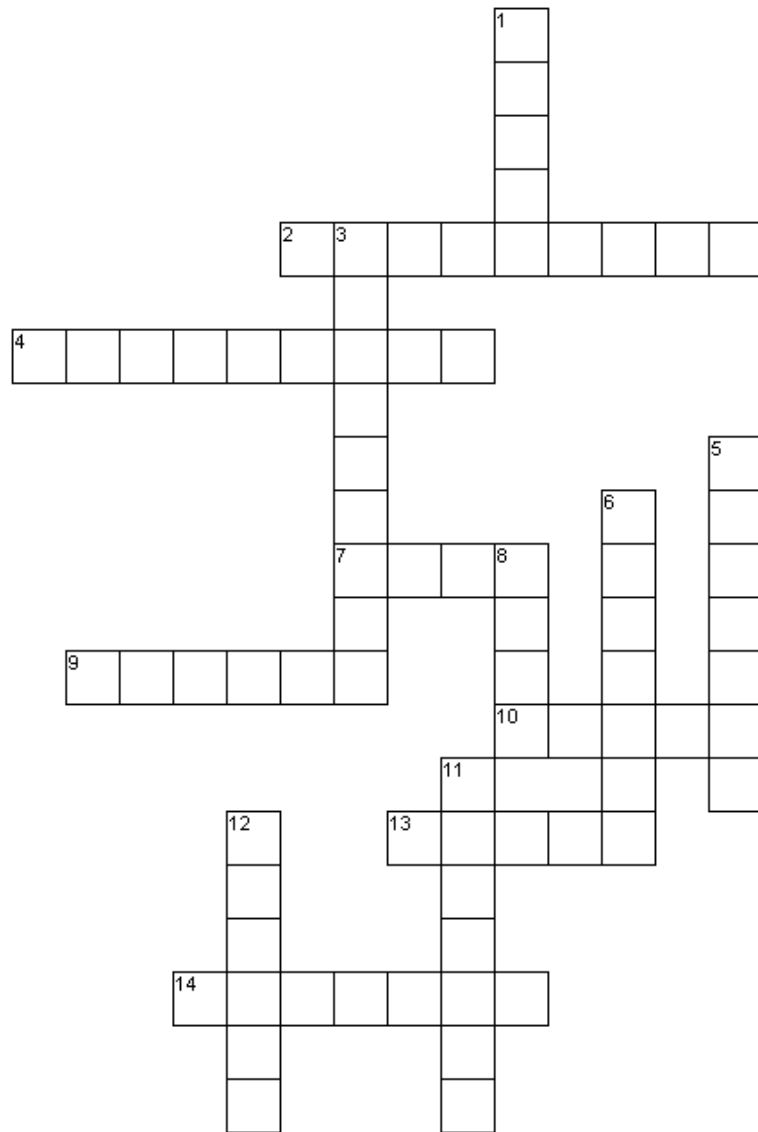


## Word Processing Terms #2



### Across

2. To check or adjust the margins, you go to the \_\_\_\_\_ dialog box found under the FILE menu.
4. You look under this tab in the Page Setup dialogue box to find Portrait and Landscape page orientations.
7. Under what menu will you locate Find and Replace?
9. You can find the Tabs dialog box under the \_\_\_\_\_ menu
10. Inserting a forced Line Break can be done by hitting the ENTER and \_\_\_\_\_ keys.
13. You can change the style of text by going to this dialog box under the Format menu.
14. You call a set of dots, dashes or underlines Tab \_\_\_\_\_.

### Down

1. Under what menu item will you find the Spelling and Grammar dialog box?
3. Left, Center, right and justify are all text \_\_\_\_\_ commands.
5. 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?
6. You can set the size of the Page \_\_\_\_\_ by going to the Page Setup dialog box.
8. There are four major kinds of \_\_\_\_\_ Stops: left, right decimal and center.
11. Inserting a Page Break can be done by hitting the ENTER and \_\_\_\_\_ keys.
12. This dialog box shows current name and location of a document and allows you to save a changed document without erasing the original.