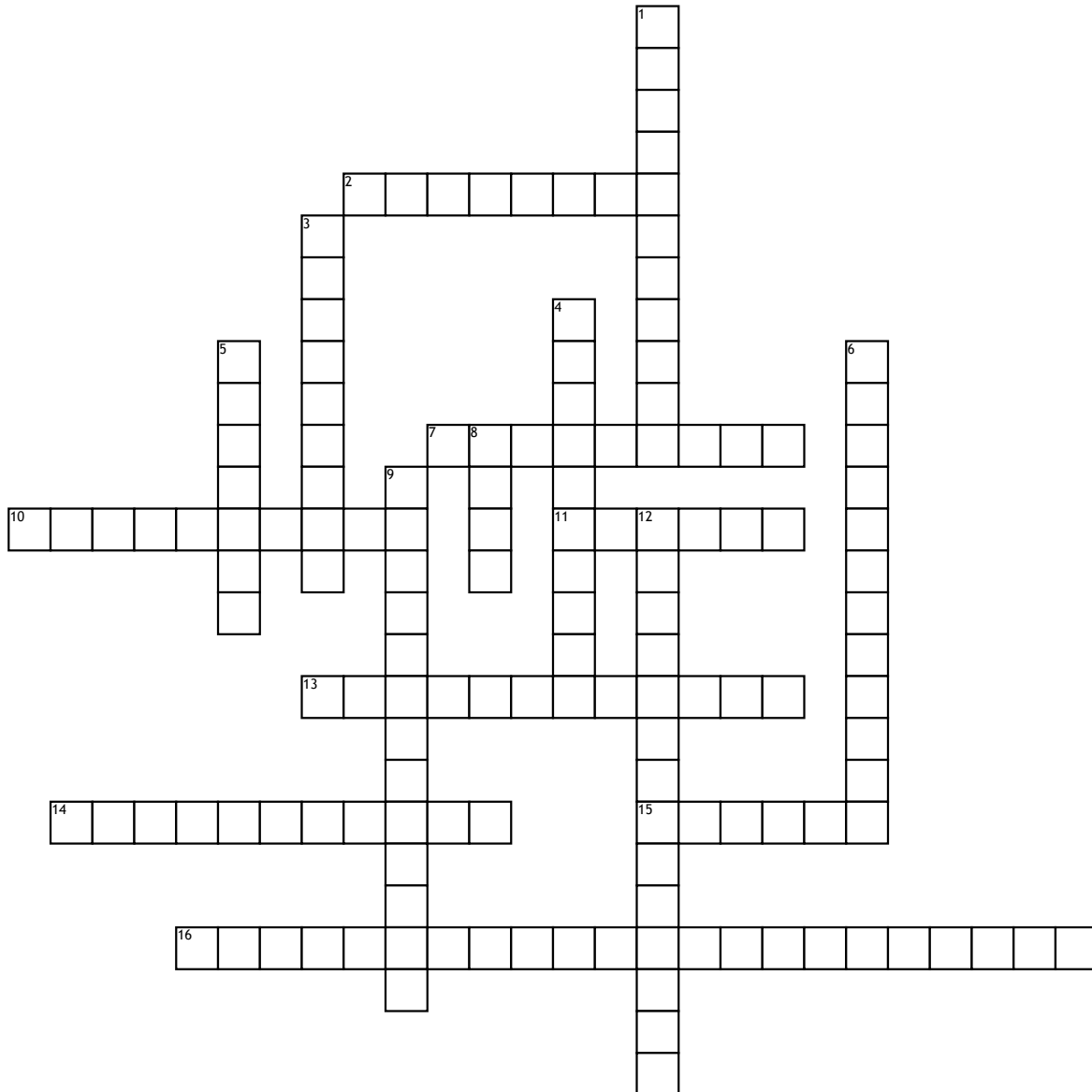


Comp. Apps 1



Across

2. Displays the document name and the control buttons for restoring, maximizing, minimizing, or closing the window.

7. Placed at the bottom of the document window, it displays the number of pages in the document and a zoom slider

10. A named set of two fonts used for all of the text elements in the publication

11. Includes all of the buttons and options available for working in Publisher

13. Area provided for the title or heading of a project or section of a project.

14. This toolbar is directly to the left of the title bar.

15. Buttons are placed in _____ within each tab

16. A collection of information about an individual, name, company name, address, telephone number. etc...

Down

1. Named sets of 4 colors that work well together.

3. Pre-designed layouts are called

4. The background page that includes placeholders for text and graphics.

5. Text boxes, shapes, clip art, and pictures are all

6. These help you position objects in a publication.

8. Buttons are arranged categorically by

9. This feature finds and lists potential design problems with your publication

12. A collection of designs and text placeholders that can be used to further enhance a publication's appearance and functionality.