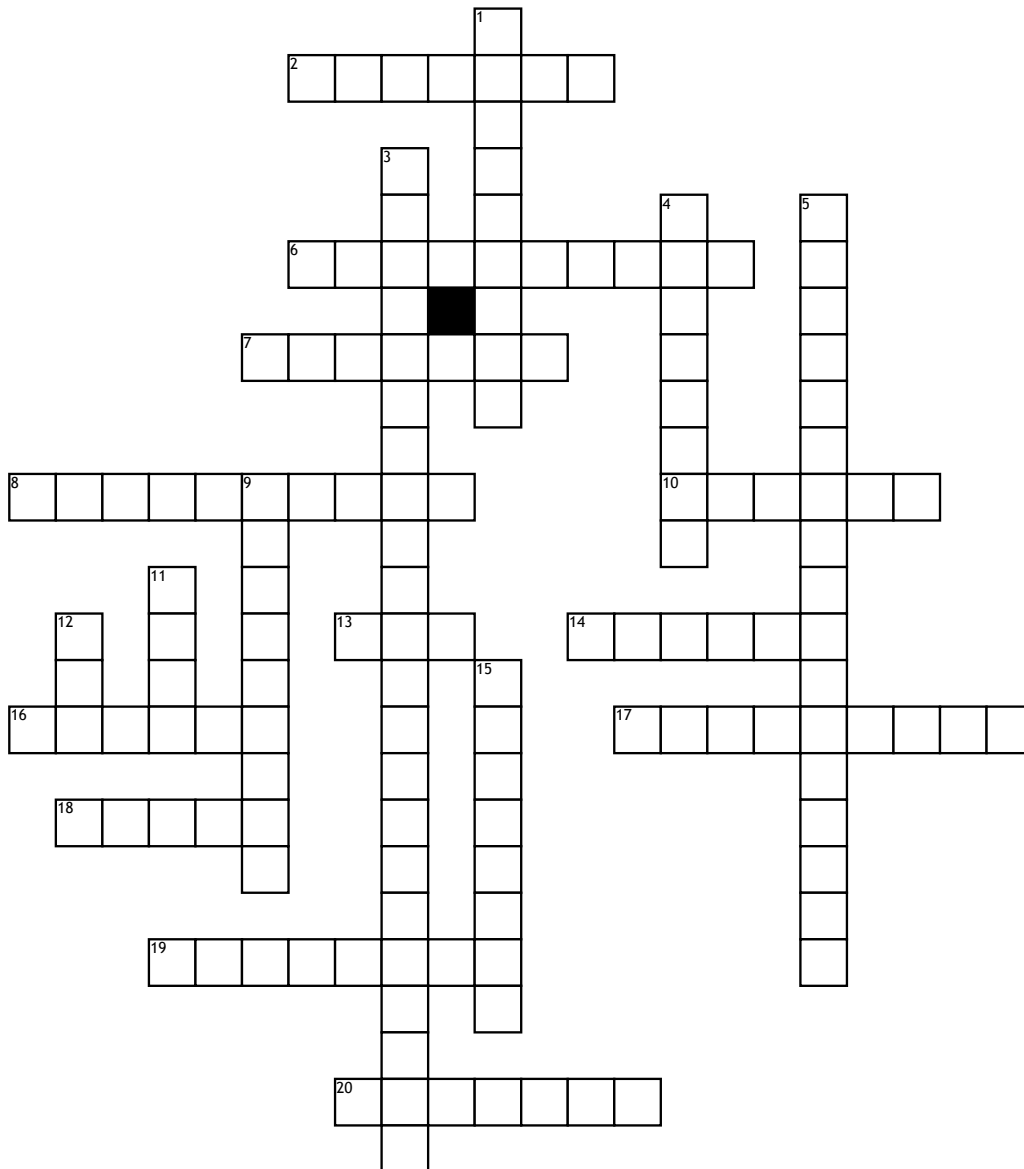


# Computer Basics & Microsoft Word Vocabulary



**Across**

- 2. Output device that shows you the result of the computer's processing
- 6. Allows you to make the Word screen larger or smaller.
- 7. Takes you to the "backstage" view where you can access Open, Save, Close, Print and Recent file options.
- 8. Contains the main parts of the computer; including the central processing unit, memory, graphics, etc.
- 10. Is used to issue commands. It is located near the top of the Word screen and displays several tabs.
- 13. Displays several related command groups and within each group are related command buttons.
- 14. Bars that enable you to move up, down, and across your Word window.

- 16. The blinking vertical line in the text area that marks the insertion point on your document.
- 17. Appears the very bottom of your window and provides such information as the current page and the number of words in your document.
- 18. Communication device that enables the computer to connect and "talk" to other computers
- 19. Physical components of a computer system
- 20. Is located next to the File tab. It provides you with access to commands you frequently use.

**Down**

- 1. Appears the very bottom of your window and provides such information as the current page and the number of words in your document.

- 3. Similar to a Personal Computer, but is capable of handling more tasks
- 4. Input device used to enter data into the computer
- 5. Is located in the bottom-right corner of a group. Clicking it gives you access to additional commands via a dialog box.
- 9. Process billions of information per second
- 11. A chip that "wakes up" the computer when you turn it on
- 12. "Brains" of the computer
- 15. A collection of hardware devices that allows you to input, process (system unit), store (save), output, and communicate.