

Name: _____ Date: _____ Period: _____

Digital Information

H O V S N P D K E C A P S E T I H W C Y P F X N
D W E I V E R P U J D G M R Z D K K S E Y K D V
N Y D K Z K K J C W E F G E F Z Z X V J P N I Z
A R I B B O N M D V I O A P R M N U P B H O G Q
M B Z K S H K W U F Y A D E A Y G Y T R O N I Q
M D A Z E M L C W S O K C A I G R M D C O P T U
O N K B Z H M V H Z I Z W T Q Z U G H I S R A I
C I B E A M I N S E R T I O N P O I N T J I L C
E G B B G R O U P S J C W O L J J C W C F N B K
L W P R C R B A C K S T A G E V I E W D S T O A
Y O R X R G E X Z H Q H I A O U Z Q X A A I X C
T R V K G T T T E F S J I F B T K W X X V N L C
S D G X V W A E U R H I R R H H L Y S L E G A E
K W T K Y E L P A D X B E T T S A E V A S C U S
C R N M I X P U N C T U A T I O N S F A D H N S
O A I R W J M N E T Q Q K N X B R I G L K A C T
L P R L D Z E I O D M O B G L C Q P X I C R H O
B B P X N Q T X Q W B M A E I V B V W L A A E O
K Y X L O P E N P U N C T U A T I O N E A C R L
U N D O M B T C S R H D T H G V B X I J U T M B
N C P B M D Y D B H Q Q G B D N Z C Y E V E X A
Z C Q P F Y C K A A T U N E M T H G I A I R H R
J R R R U Q U L T U J D I A L O G B O X Q S O M
V B U N H Q W N O J L G N I T T E S B H Q K T T

Non-Printing Characters
Block Style Command
Insertion Point
Dialog Box
Setting
I- Beam
Groups
Save

Quick Access Tool Bar
Open Punctuation
Backstage View
Word WRAP
Save As
Ribbon
Print
Tabs

Digital Box Launcher
mix punctuation
White space
Template
Preview
Repeat
Undo
Menu