

Name: _____ Date: _____ Period: _____

Digital information

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

nonprinting characters
open punctuation
block style
settings
ribbon
print
menu

quick access toolbar
insertion point
dialog box
save as
repeat
undo

dialog box launcher
backstage view
word wrap
preview
i beam
tabs

mixed punctuation
white space
template
command
groups
save