

Name: _____ Date: _____ Period: _____

Digital information

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

non-printing characters

Open punctuation

Block style

setting

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