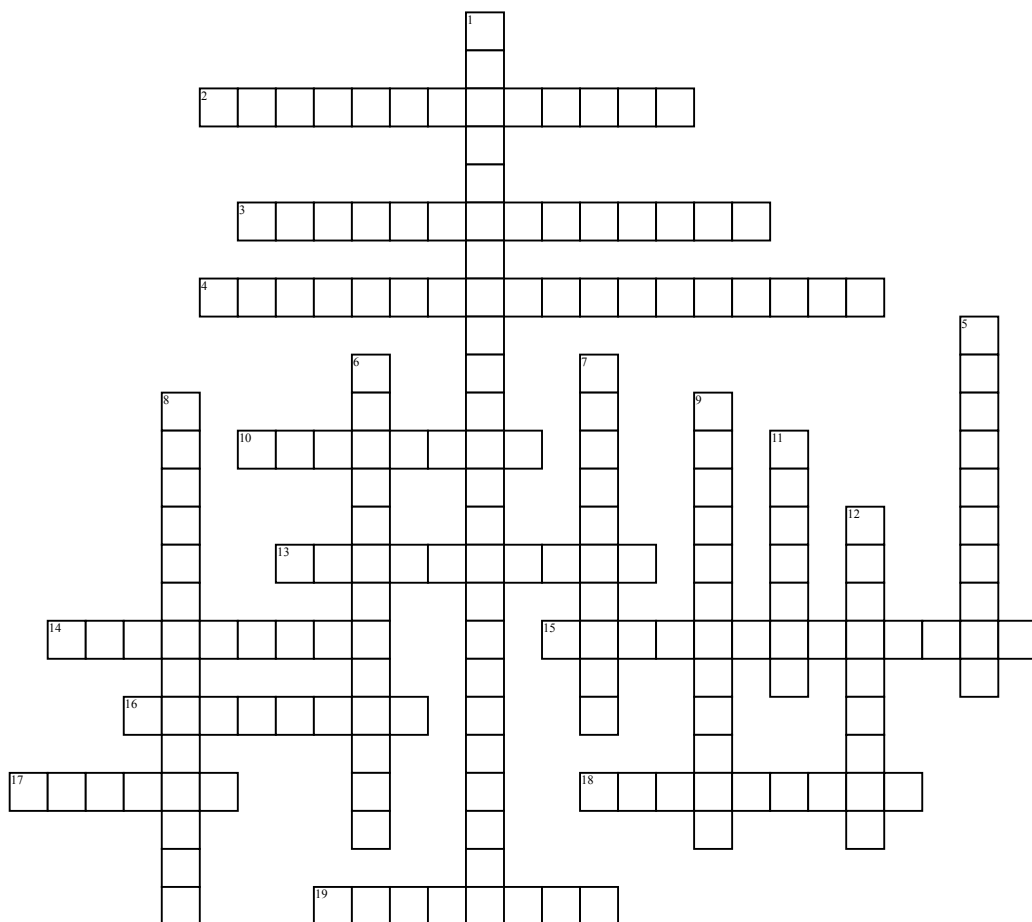# Intro to Word

Across

2. slides, graphics and animation

3. he bar at the bottom of the screen that shows which documents are open

4. a toolbar in the Word interface that can be customized to quickly access your favorite commands

10. a bar across the top of the Word interface that includes the title of the document

13. graphics and layout

14. an element of the Word interface that helps you scroll vertically or horizontally within a document

15. he view seen when you click the File tab

16. a structure and format that can be used as the basis for a new document

17. databases

18. where the page number of the document is found

19. the cloud storage of Microsoft Office 2016

Down

1. scheduling and correspondence

5. where the view tab is found

6. messaging and screen sharing

7. areas of the Word interface containing commands;

8. the written page

9. columnar data and charts

11. a common step in creating a new document

12. saving a document with a different title

Word Bank

template	title bar	Windows taskbar	access
word processing	publishing	emails / contacts / calendar	backstage view
ribbon tabs	ribbon area	status bar	Quick Access Toolbar
spreadsheets	file tab	save as tab	collaboration
scroll bar	presentations	OneDrive	