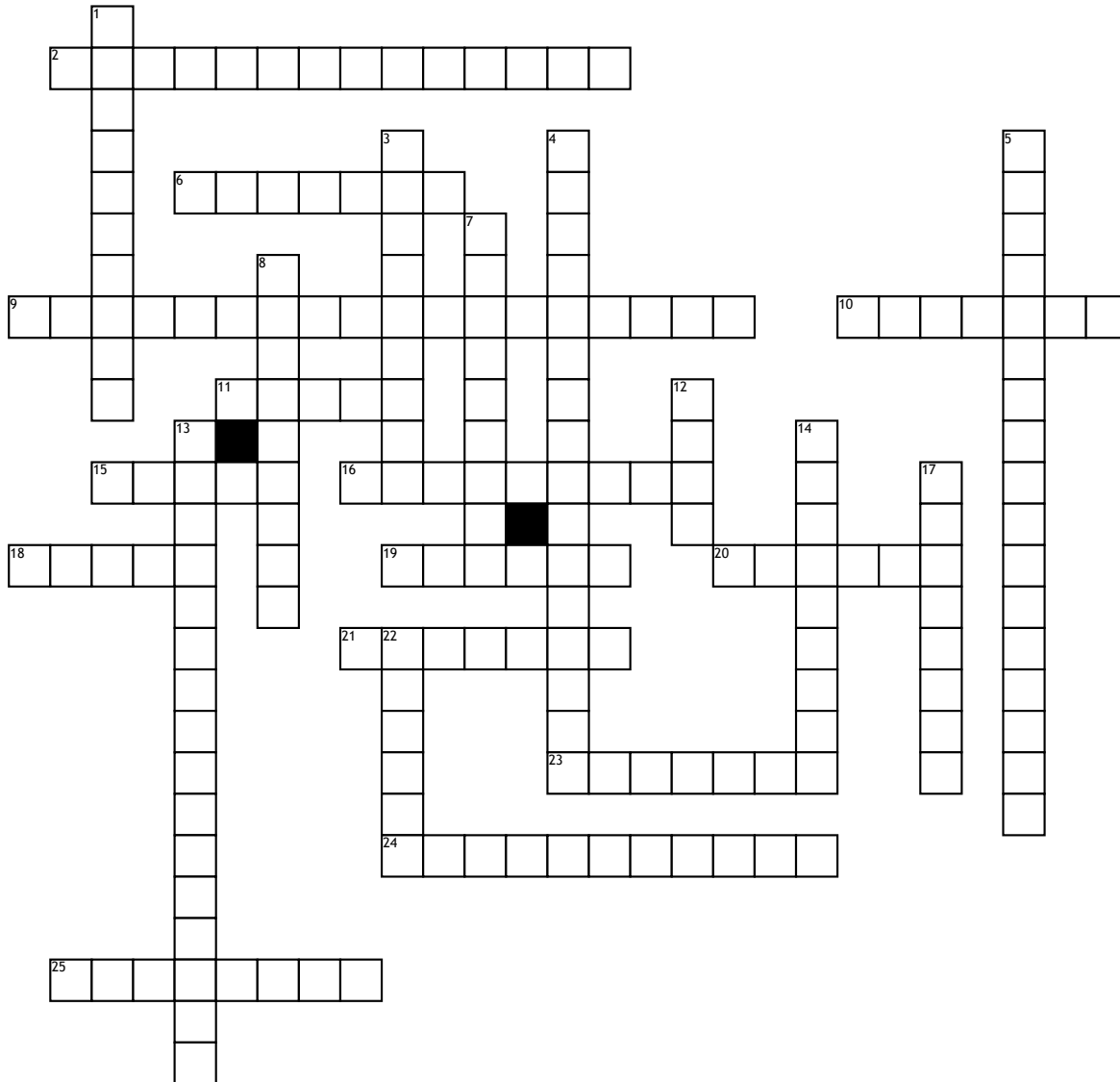


Introduction to MS Office



Across

2. a portion of a document that you view
 6. Communication and scheduling app
 9. located above the ribbon at the left edge and contains frequently used commands
 10. Note taking app
 11. this helps you to navigate and select things on your desktop
 15. Spreadsheet app that deals with data
 16. Located at the bottom of the document window and contains information about the document

18. The basic unit of a PowerPoint presentation
 19. Located at the top of a document and is the control center in all office apps
 20. A named location
 21. These are used to position the content on a slide
 23. The bottom of the computer contains this
 24. Also known as a worksheet
 25. to enlarge

Down

1. Presentation app
 3. The sheets, which contain data, within an Excel workbook

4. Using the keyboard, by pressing one or more keys, instead of the mouse to accomplish a task
 5. small arrow in the lower right corner of some groups
 7. the tab that is currently selected
 8. A horizontal or vertical bar that appears when not all of the content is visible on the screen
 12. A word processing app
 13. Indicates the number of pixels that a computer uses to display what you see on the screen
 14. Desktop publishing app
 17. In Excel, this is like a notebook
 22. Database management system