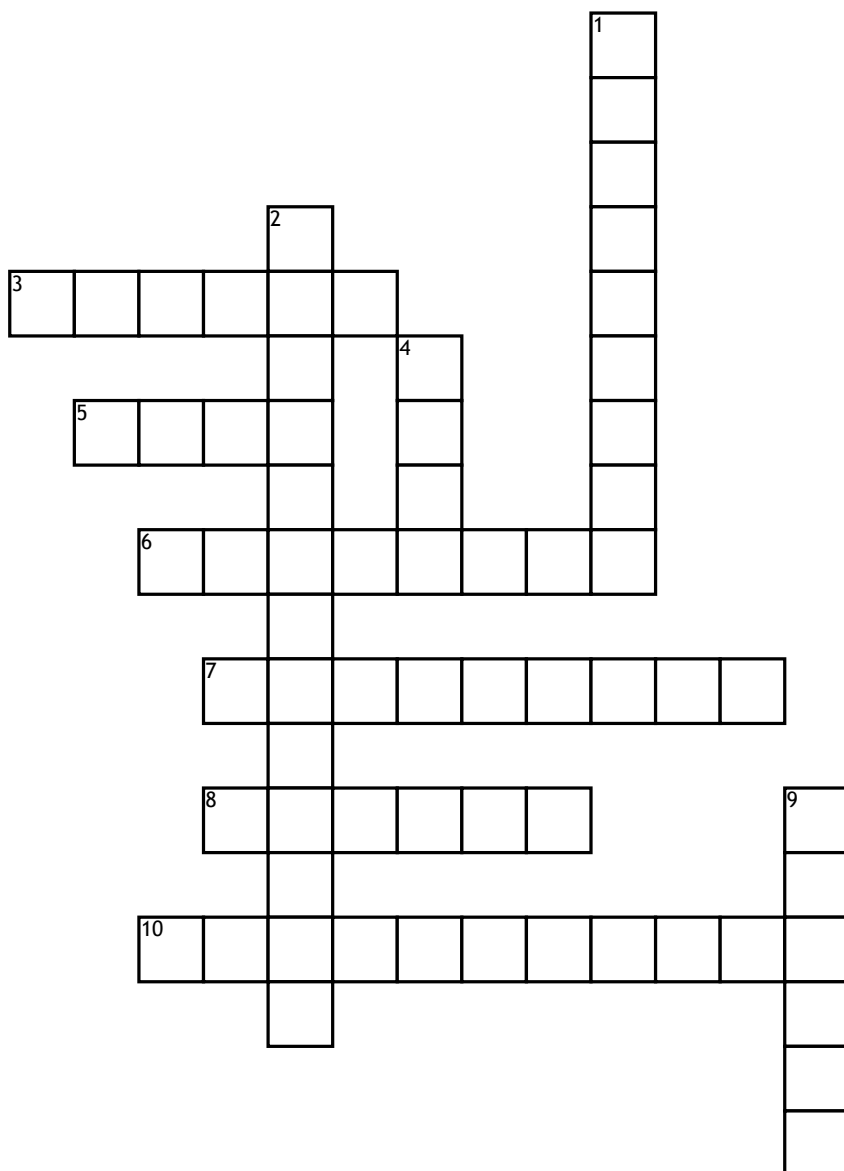Name: _____   Date: _____

MICROSOFT WORD 2016

Across

3. An area across the top of the screen that makes almost all the capabilities of Word available in a single area.

5. The element that lets you zoom in and out of the document.

6. The element that contains the file name of the document.

7. The group under the Layout Tab where you can set the paper size.

8. The tab that contains the Shapes.

10. A toolbar that enables, adjusts, and displays different views of a document.

Down

1. A horizontal bar at the bottom of an active window that gives details about the document.

2. The command button for copying the format of selected text.

4. The first Tab on the Ribbon.

9. The keyboard shortcut for saving a document.