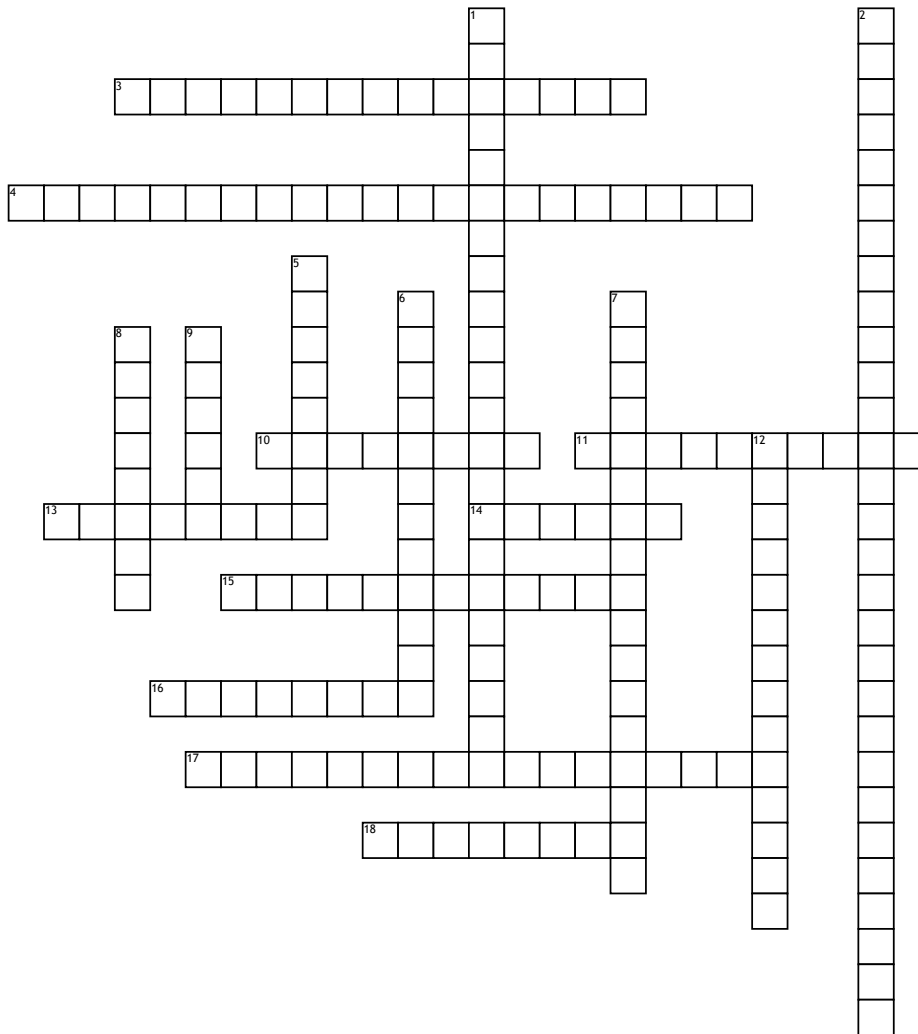


# Microsoft Word



**Across**

- 3. Why is it important to cite information that you find on the Internet and use in your own documents?
- 4. Lina has completed a biography about the life of her uncle, who is a farmer. Within the document, she would like to sketch fruits that are found on her uncle's farm. Which word-processor tools would help her accomplish this task?
- 10. Shelby is creating a report using a word processor. The last page of her report is the bibliography, where she will list the online sources from which she gathered information for her report. There is one entry for each source. What is the name for each of these bibliography entries?
- 11. If you wanted to change the arrangement, or layout, of a page, you would use which of the following?
- 13. What should you change if you want to increase the text in your document from 9-point font to 11-point font while keeping all other font attributes the same?
- 14. Charles wants to insert an image of Elon Musk into the middle of his report on electric cars. He wants the text to flow evenly around the image. Which text-wrapping option should he use?

- 15. Armando is working on a report for his job. He wants to be able to go back and look at all the revisions he has made to his document. What should he use to allow him to see all the edits he has made?
  - 16. Karim needs to write a report. He wants to ensure that he uses the correct font, style, margin settings and headers specified by his supervisor. What can Karim use to ensure that he formats his report correctly?
  - 17. Melissa is writing a report about her father's business. She wants to include a hierarchical representation of the people and jobs at his company that shows who reports to whom. What kind of image should Melissa include?
  - 18. Melissa is making a flyer for the Volleyball team. She has included images of last year's championship team. The coach has asked her to add something to make the images "pop-out" on the flyer. What should she do to make images "pop-out"?
- Down**
- 1. Johann wants to create a flow chart that represents the scientific process. Which tools would help him accomplish this task in a word-processing document?

- 2. Alexandra and Jose have created a display board about Recycling. They created several word-processing documents in a 11-inch wide x 8.5-inch tall page format to display information on their board. Their teacher has asked that they format their documents so that it can be placed in a 8.5-inch wide x 11-inch tall document binder. How can they accomplish this task?
- 5. What should you change if you want to increase the text in your document from 9-point font to 11-point font while keeping all other font attributes the same?
- 6. What is the main purpose of including a table of contents in a long document?
- 7. Which word-processing feature provides a quick way to execute commands without using your mouse?
- 8. What do you call a shared network of computers and servers that allows people to talk to each other?
- 9. Question 20 :Which of the following is a predefined set of formatting options that can be applied to content in a word-processing document?
- 12. In a word-processing program, what are the easily accessible icons that allow you to print, save and change fonts with a click of a button?

**Word Bank**

- Keyboard Shortcuts
- Template
- Avoid Plagiarism
- Formatting
- Font Size
- Easy to Locate

- Drawing Tools or Smart Art
- Citation
- Change from Landscape to Portrait
- Styles
- 3D effect
- Drawing tools and shapes

- Organization Chart
- Internet
- Square
- Font Size
- Tool bar Options
- Track Changes