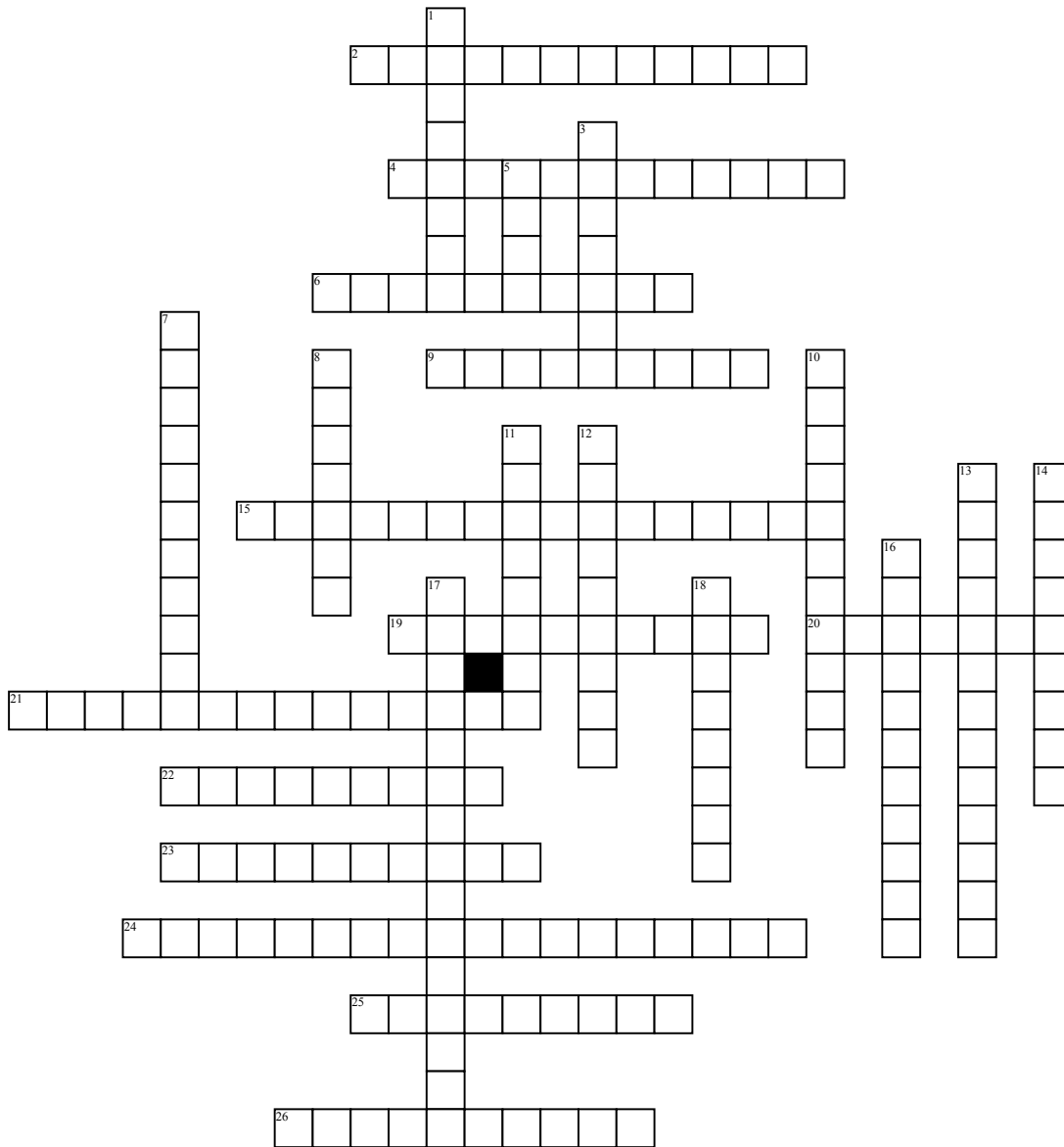


Name: _____

Date: _____

MOAC Microsoft Word 2013 Vocabulary



Across

2. A command that automatically completes text, such as the current date, day of the week and month
4. A tool used to create layout or formatting changes in a portion of a document.
6. A space between pages in a document
9. A placeholder where the function will appear. For example {=SUM(ABOVE)}.
15. Graphical illustrations available within Word from a list of various categories, including List diagrams, Process diagrams, Cycle diagrams, Hierarchy diagrams, Relationship diagram, Matrix diagrams, and Pyramid diagrams.
19. An image capture of the entire current display on your computer screen.
20. A few descriptive words providing readers with information regarding a figure, table, or equation.
21. An image or other object positioned precisely on the page, allowing the text to wrap around it in one of several available formats. Compare to inline object.

22. Discards all the formatting changes that you made to a picture, including changes to contrast, color, brightness, and style
23. To combine two or more cells into one.
24. Hidden information such as personal data is added to the document, such as, creator of the document, company name, and keywords.
25. A storage area that temporarily stores the items for a user to paste in another location of the document or office file.
26. A tool that replaces some keyboard shortcut from earlier versions of Microsoft and appears as small square labels.

Down

1. Predefined styles with fonts and paragraph spacing defined.
3. An instruction users give Word by clicking a button or entering information into a command box.
5. Eight areas of activity on the Ribbon that contain groups or collections of related Word commands
7. A command that automatically completes the text of the current data, day of the week, and month

8. A feature within Microsoft Word that creates decorative effects with a string of text.
10. The amount of space between lines of text in a paragraph
11. Automatically inserts text when you key the month or day
12. A tool that provides more information about commands
13. Is a frame-like boundary that keeps multiple drawing objects together.
14. An arrangement of text from the beginning to the end, such as from A to Z, 1 to 10, and January to December
16. A dash that is used to join words and separate syllables of a single word; by default hyphenation is turned off in Word so that words appear on a single line.
17. An image capture of only a part of your computer screen that you have selected.
18. A function that calculates totals, averages, determines the highest/lowest value and counts.