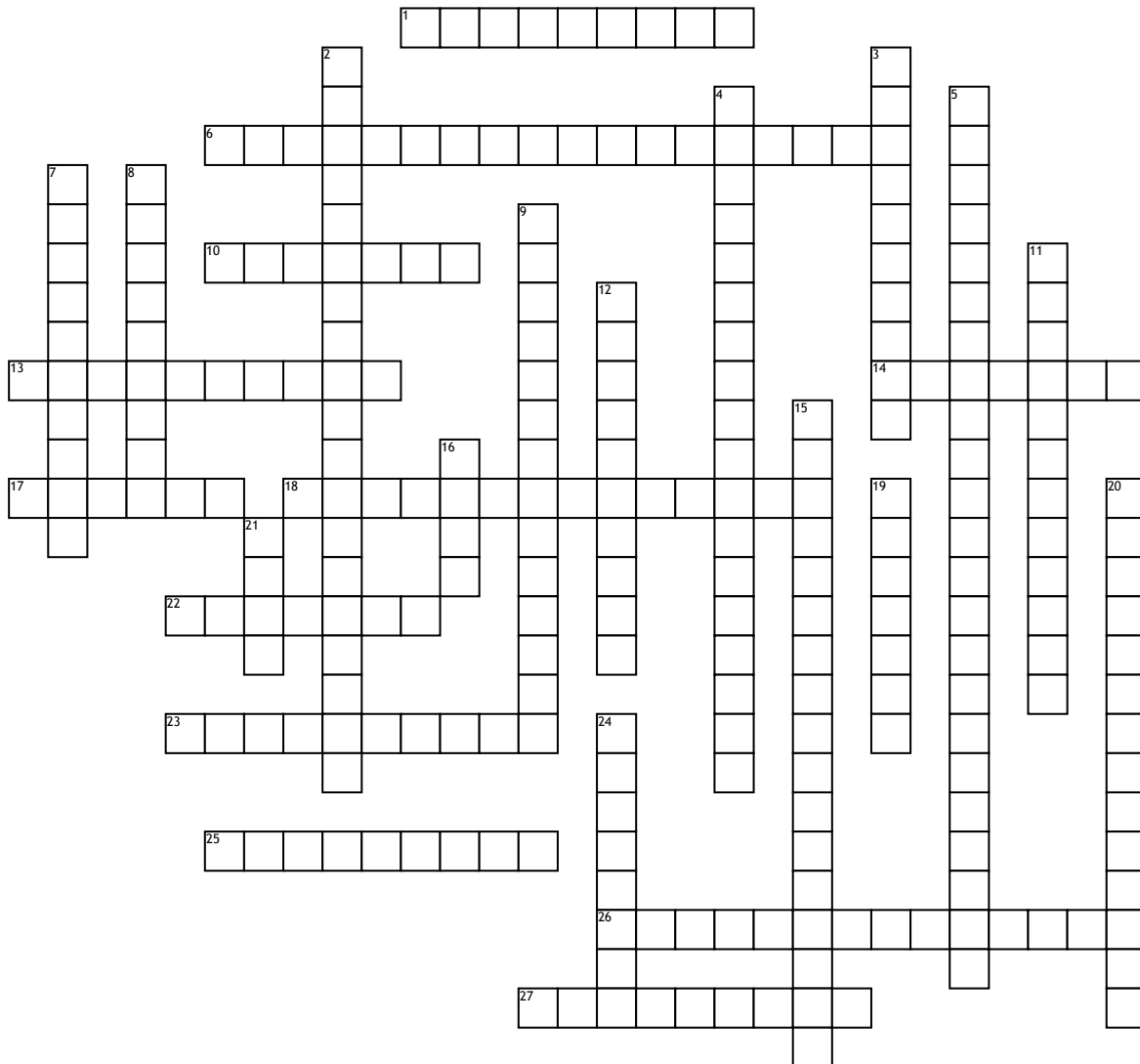


# MS Word 2016 - Part 3 Formatting Paragraphs & Editing Text



**Across**

- 1. Use this icon to keep track of the number of words, characters, paragraphs, and lines in your document.
- 6. Use this icon to check for spelling and grammar errors in your document.
- 10. Use this icon to distribute text evenly between the left and right margins.
- 13. Use this pane to reveal the Style names and a preview of recommended Styles for your document.
- 14. Use this icon to search for text you would like to change, and replace it with something else.
- 17. Use this icon to horizontally center your text on the page.
- 18. Use this icon to create a multilevel list to organize items you would see in an outline.
- 22. Use the drop-down menu to add or remove borders from your selection.
- 23. Use this icon to align text to the right margin.

- 25. Use this drop-down menu to apply a new set of fonts and paragraph formats.
- 26. Use this icon to move your paragraph farther away from the left margin.
- 27. Use this icon to find alternate words or synonyms.

**Down**

- 2. Use these icons to create standard bulleted and numbered lists.
- 3. Use the Enter key when you have reached the end of a paragraph and want to start a new one.
- 4. Use this dialog box to edit the line spacing and paragraph indent options of your document or selected text.
- 5. Use this drop-down menu to choose how much space appears between lines of text or between paragraphs.
- 7. Use this group to preview, manage, and customize the various text style options.
- 8. Use this icon to align your text to the left margin.

- 9. Use this icon to move your paragraph closer to the left margin.
- 11. Use the Styles drop-down menu to customize a text style based on the formatting of selected text and save it for future use.
- 12. Use a soft return to signify the end of a line.
- 15. Use this dialog box to redefine the value of a numbered item.
- 16. Use this icon to find text or other content within the document.
- 19. Use this drop-down menu to change the color behind the selected text, paragraph, or table cell.
- 20. Use this icon to view the text's formatting based on the Style, plus any additional formatting applied to that Style.
- 21. Use this icon to open the Sort Text dialog box and arrange selected text in alphabetical or numerical order.
- 24. Use this icon to show/hide paragraph marks and other hidden formatting symbols.