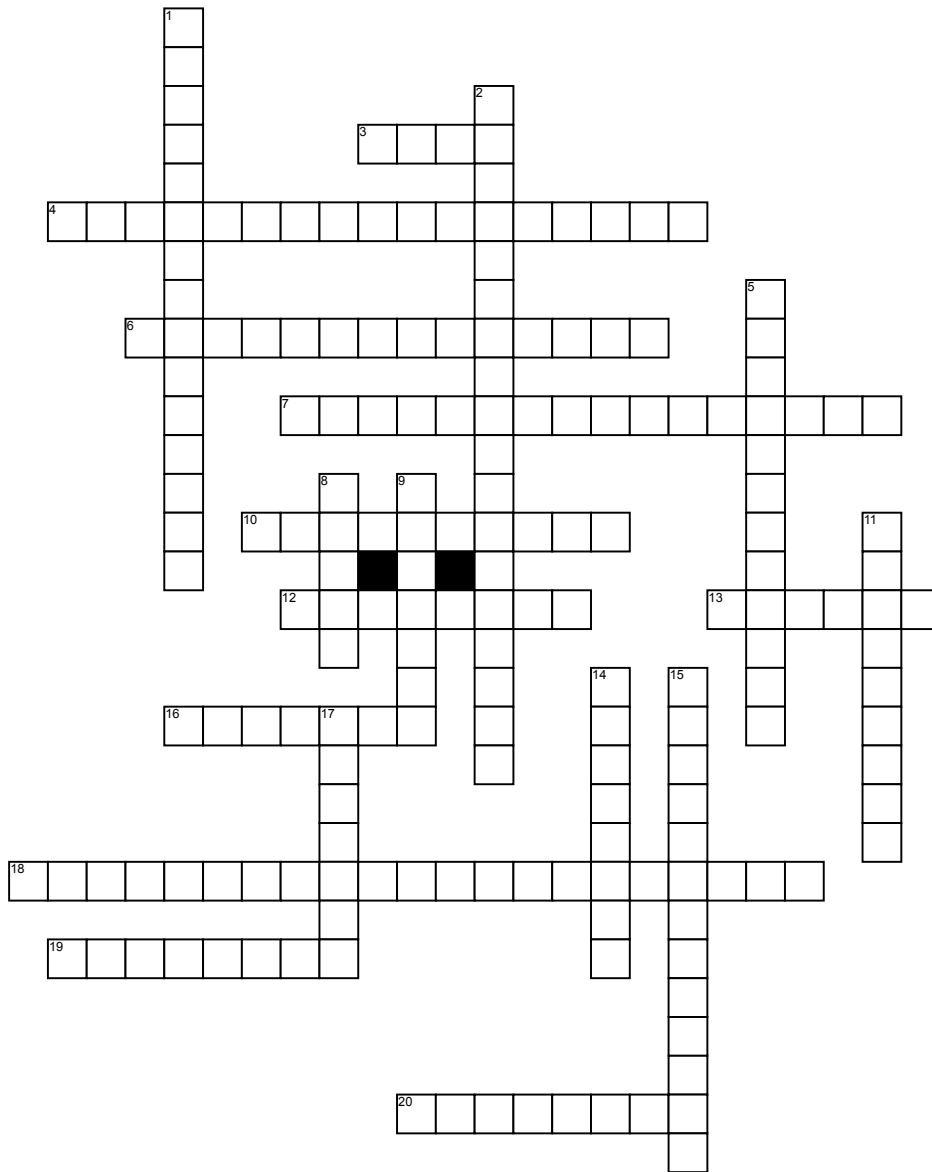# Microsoft Word 2016

Across

3. a command that provides a way to navigate through longer documents quickly

4. a small arrow in the lower-right corner of the groups

6. extends paragraph text into the left margin

7. a style that requires a colon after the salutation and a comma after the closing

10. a space between pages in a document

12. a tool that automatically wraps text to the next line as it reaches the right margin

13. the first line of a paragraph that appears alone at the bottom of a page

16. vertical blocks of text in which text flows from the bottom of one column to the top of the next

18. symbols for certain formatting commands that can help users create and edit documents

19. an option that enables users to set document properties

20. a master document with predefined page layout, fonts, margins, and styles that is used to create new documents with the same basic formatting

Down

1. inserts blank space between the left margin and the first line of the paragraph

2. identify the creator of the document, the date the document was created, its subjects and category

5. used to create multiple sections in the same document

8. the last line of a paragraph that appears as a single line of text at the top of a page

9. are symbols such as dotted, dashed, or solid lines that fill the space before a tab

11. a box that displays additional options or information you can use to execute commands

14. characters to find words or phrases that contain specific letters or combinations of letters

15. a tool that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane that can be customized to meet users' needs

17. the areas of white space that border the top, bottom, and sides of a document