

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Microsoft Word 2016 Basics

K E Y V T N O F Y S Q N E K K O Z T O C B I H V  
N K U G W T H Y P M O J C L W Z I R C O P Y C J  
I N D H E A D E R X T C L I P B O A R D Y E F U  
L N N T X B N S R C U R S O R I D D H E G F Y T  
R O D T H E M E S O I W D R A I B R B O M C S K  
E I C S K C O L B G N I D L I U B O A K A C Z Z  
P T K C C D I W A T E R M A R K U W A P R T U C  
Y A A Y H N K G E W K Y C J V U T V T E W U N K  
H T E W L A B V L C C Y S P W S G I E E Y B A Z  
O N R T Y T R R Y R T V M V I A O N Q J R R I G  
R E B N F T G T T E N N A A T N S D C G B U Y Q  
Z I E E F E O E S T P S R O S H Q S Y G M L B H  
H R G D G L T E A N M D T K O D G T K I K P D M  
R O A N N C Z B P I A Z A T R R R R Z L H W A W  
S M P I I T B C K A O I R M O A A A O V Q C M E  
N N T G P Y A D U P C O T E P O M P V E R M U P  
I G N N P C I B Y F R S F C N B M K Z O L J H A  
G J E I A O E N L E R D D X M Y A C I C E O D S  
R Y M G R M J D L E E K T N W E R I R U P I S T  
A U N N W M T I A R T R O P A K J U O X Y T M E  
M S G A T E F G Z P O Q S I P L E Q L V T C A D  
F T I H X N W M X Z O B O X Y O S Z O E M C S Y  
X Q L T E T M O D E F G X G W B E L C K S E V G  
B F A J T S S M M L E T N E D N I T H G I R A L

BUILDING BLOCKS	HANGING INDENT	TEXT WRAPPING	RIGHT INDENT
ORIENTATION	QUICK PARTS	PAGE BREAK	SCREENSHOT
ALIGNMENT	CLIPBOARD	HYPERLINK	LANDSCAPE
WATERMARK	CAPTIONS	COMMENTS	KEYBOARD
PORTRAIT	SMARTART	GRAMMAR	PAINTER
WORDART	CHARTS	CURSOR	FOOTER
HEADER	MARGIN	THEMES	COLOR
MACRO	PASTE	STYLE	TABLE
COPY	FILE	FONT	MODE
TYPE	CUT	TAB	