

Name: _____

Date: _____

Microsoft Word 2016 Lesson 1-4

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

Nonprinting characters
Mixed punctuation
Navigation Pane
Autocorrect
Wildcard
Ribbon
Go To
Copy

Quick access toolbar
Open punctuation
• Block style
Point size
Save as
Repeat
Tabs
Cut

• Mixed punctuation
• Backstage view
Line spacing
Thumbnails
Preview
Print
Save

Document Properties
Negative indent
Object Zoom
Clipboard
Replace
Paste
Font