

Microsoft Word Crossword Puzzle

Across

1. A page orientation where the page is taller than it is wide.

5. Switching between two options using the keyboard.

10. Reverses recent actions.

11. An index format that separates the entry from the page number associated with it.

13. Reverses an undo action.

14. Graph that use lines, columns, and pie shapes to represent numbers and data.

16. A collection of formatting choices that can be applied throughout a document.

17. A method to mark locations within a document so that they can be easily returned to later.

18. An index listing.

19. A picture or a drawing object.

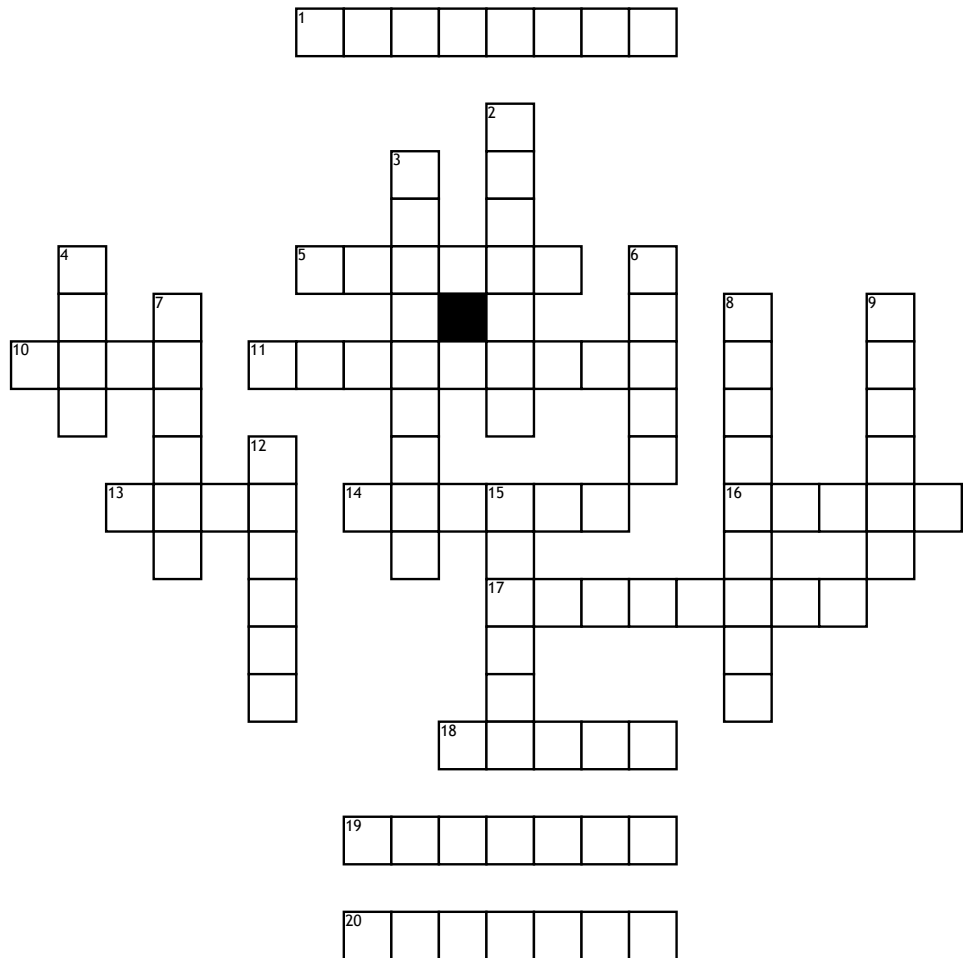
20. A location along the ruler that you use to align text

Down

2. A small bar that contains buttons for performing commands.

3. The easiest way to move text is to select it, position the pointer on the top of the selected text, and then drag the selected text to the new location.

4. A set of characters that all use basic design.



6. Printed or online documents.

7. Text or graphic that are printed on every page or section, usually at the bottom but can be anywhere on a page.

8. A term used to describe page orientation, where the page is wider than it is tall.

9. A location within a BVA project where a macro is stored.

12. The appearance of text.

15. Contains commands for working with the document, organized by tabs.

