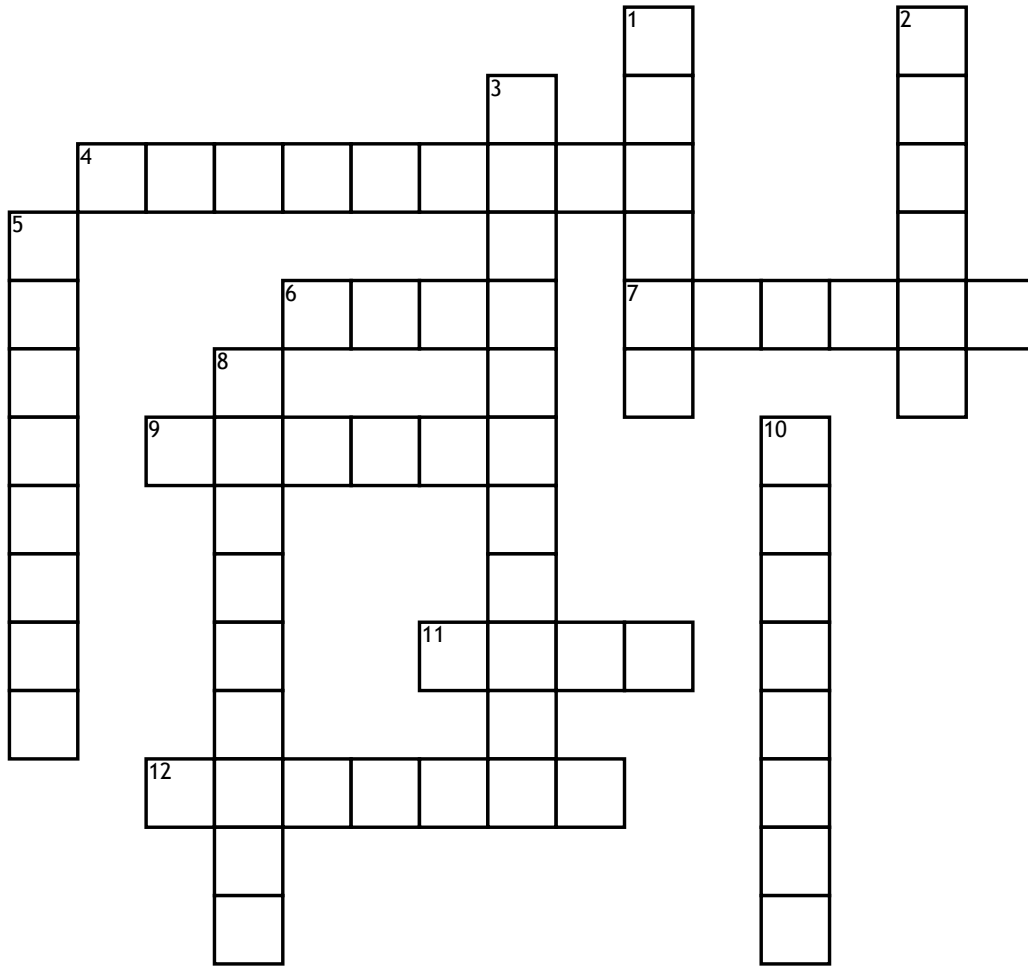


# Microsoft Word Ribbons and Tabs



**Across**

- 4. What feature can you use to change words that might be repetitive in a document?
- 6. What location would you find the feature to password protect your document?
- 7. Where is track changes located in Word?
- 9. Where can your insert margins into your document?

11. Where would you find the ruler in Word

12. Where can you locate the gutter in Word?

**Down**

- 1. Where can you go to include a picture in your document?
- 2. In what location/container would save your documents

3. What "O" is referred to when you change from Landscape to Portrait in Word

5. Where can you find mail merge in Word

8. What grouping houses the tab key

10. Name the tab that houses the mail merge

**Word Bank**

Layout

Insert

Mailings

File

Mailings

Review

Paragraph

Thesaurus

Orientation

View

Folder

Margins