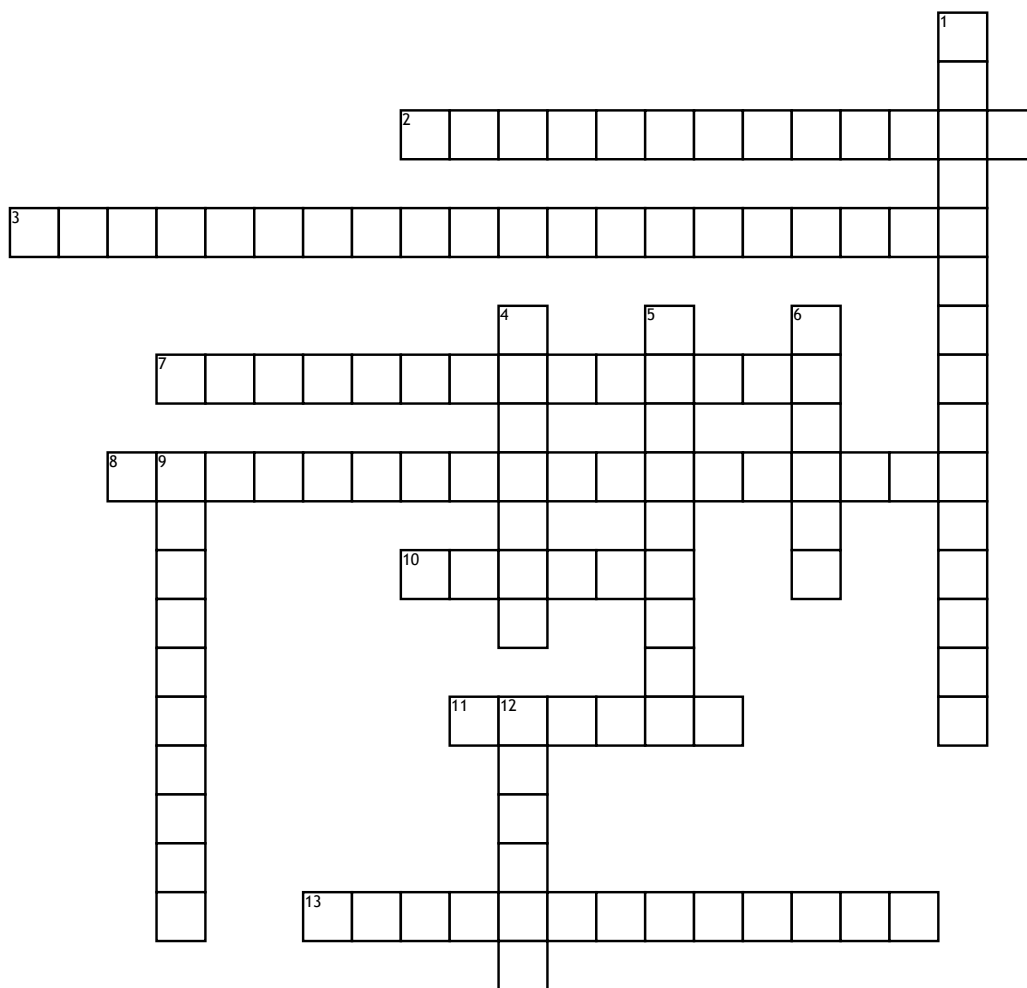Name: _____   Date: _____   Period: _____

Microsoft Word Terms

Across

2. Means the flagged text is not in Word's dictionary

3. right aligned

7. point on a display screen where the next character or space is entered.

8. A toolbar located in the upper-left corner of the program window, which displays the Save, Undo, and Repeat buttons by default but can be customized to include any command.

10. text that is printed at the top of each page

11. vertical columns in a table

13. software produced by the microsoft compnay to produce text document such as letters,essays, resumes, reports etc.

Down

1. Indicates the text may be incorrect grammatically

4. called the primary tab, contains the more frequently used commands

5. Under the Home tab; contains the buttons to format appearance of font in text. (Example: Type face can be easily changed from standard to bold, italic or underlined using this group).

6. sets of formatting specifications

9. A button on the Quick Access toolbar that you can click to undo (or reverse) your last action.

12. an area at the top of an office program window that contains commands for working with the open file; the commands are organized under tabs.

Word Bank

red underlined	Home Tab	flush with right margin	groups
font group	Quick Access Tool Bar	styles	header
insertion point	green underlined	undo button	ribbon
Microsoft Word			