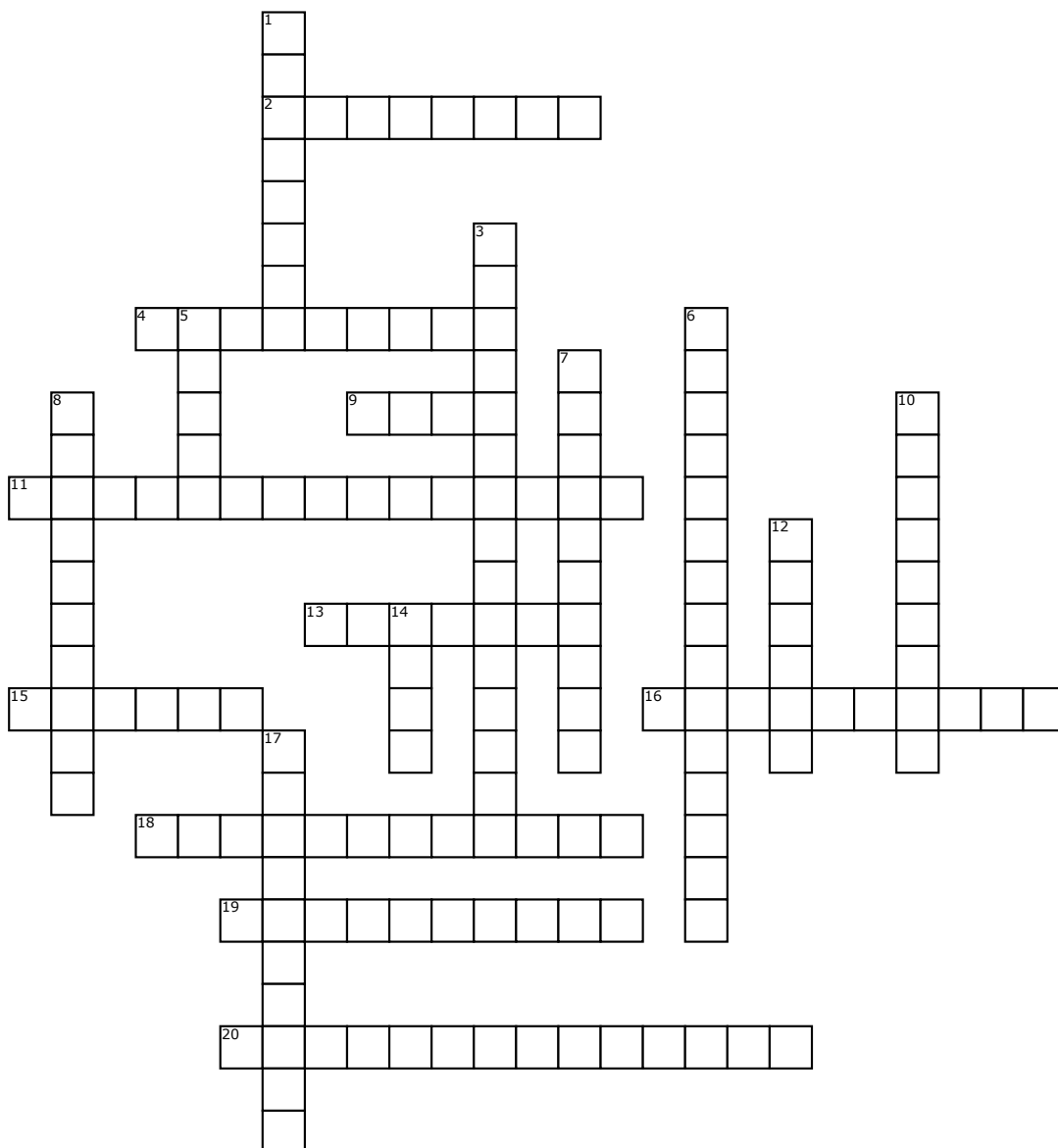


# Review Crossword



## **Across**

- 2.** A place where you can save your files online. Part of cloud storage.
- 4.** The business centre class is called the \_\_\_\_\_ Hub
- 9.** Name the Microsoft software program used to create text based business documents such as letters, memo, report, notices
- 11.** There are 26 \_\_\_\_\_ in the \_\_\_\_\_
- 13.** A popular game: Dungeons and \_\_\_\_\_
- 15.** Your course is four days per week. Your study day is \_\_\_\_\_

**16.** A red coloured fruit

**18.** Which one of your tutors has the phone number 830 5543

**19.** Name the Microsoft software program that can be used to create presentations

**20.** What does the acronym 'wpm' stand for?

## **Down**

**1.** In email, if you type in CAPITALS, the reader will think you are ...

**3.** When using email, bcc stands for

**5.** An \_\_\_\_\_ a day keeps the doctor away

**6.** What does the follow shortcut keys do: Windows key + L

**7.** Name the program you can use to practice your typing

**8.** There are \_\_\_\_\_ hours a day

**10.** A folder inside another folder is called a

**12.** Which day of the week is Rāmere

**14.** When typing, the first four home keys are

**17.** When using email, cc stands for