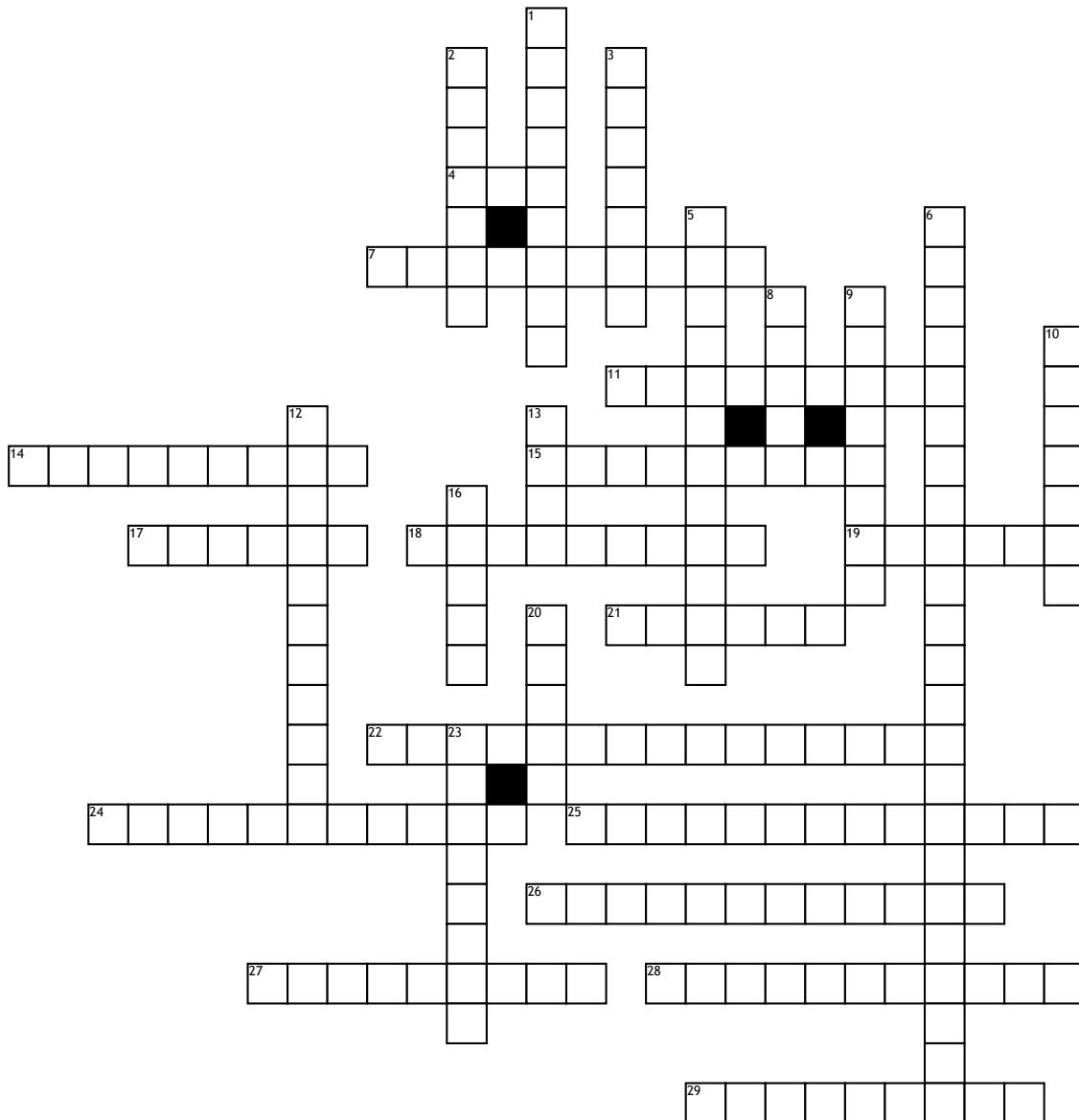


# Terms used in MS Word



## Across

4. A character that causes the text to move to an exact predefined location. Could also refer to a divider indicator within a dialog box.
7. A feature you can use to access or enter information about a file such as the author's name, the department responsible for updates to this document, etc.
11. A place to store data temporarily pending retrieval.
14. The process that determines how Word displays or prints the document, e.g., margins, paper size, etc.
15. The position of text in relation to the margins (such as centre, left, right, or justify), tab settings, or a specific location.
17. A character that can be inserted into a document, either as a text character or for a bullet or numbering style.
18. Text, graphics, AutoShapes, drawing objects, or pictures that usually appear behind text.
19. A collection of tabs located directly below the title bar, providing quick access to commands required to complete a task.
21. Objects that can be selected from the Insert tab or the Drawing Tools tab to be drawn in a document.
22. A feature that uses the headings in the document to outline the contents
24. The direction of the paper for text flow; Portrait takes advantage of the length of the paper vertically whereas Landscape uses the length of the paper horizontally.

25. The feature that enables you to have Word display the current page number in the document.
26. The editing function of pasting a specific type of information in this location.
27. The feature that enables you to apply numbering to text.
28. Different ways of being able to view the document, usually to assist in working with the text, page layout, web layout, an outline, or reading.
29. A feature you can apply to a document to make it more secure from access by other users unless authorized. You can choose from read only, modify only, or both. See Encryption for another method to secure documents.

## Down

1. The division between two pages.
2. A piece of text that identifies the table or figure shown in the document. Can be placed above or below the table or figure.
3. The feature that enables you to apply bullets to text.
5. The division between two different sections or areas of text, indicating a change that affects only that section or area.
6. A feature that stores all Quick Parts created by you or Microsoft for items that are used frequently in documents such as company header, standard footer text that contains the file name and its location, etc.
8. A grid design that allows you to enter columnar information that can then be formatted.

9. An illustration type for common types of diagrams, containing a text pane for easy text entry.
10. Refers to the amount of white space between individual characters, words, or lines of text or objects.
12. A feature that automatically corrects many common spelling, punctuation and capitalization errors as you type. This feature can also be used to expand abbreviated words.
13. The process of storing or copying the information in the memory to a disk. If you turn the computer off without saving to a disk, you lose all the information you have entered in the memory.
16. The editing function of placing cut or copied data into a new location.
20. Located below the Ribbon. It displays icons that allow you to perform functions such as changing margins, tabs and indents quickly.
23. A feature for marking text or a place in the document to find a marked place quickly and easily.