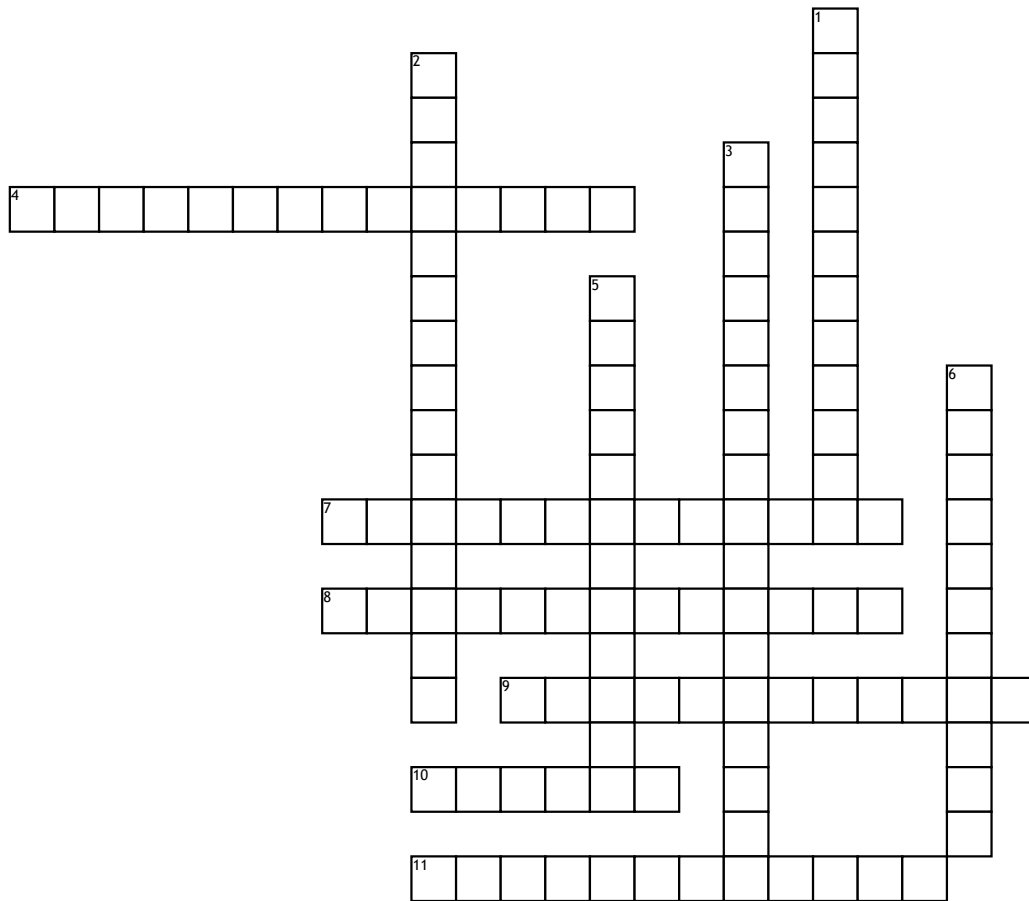


Understanding Word Processing Software



Across

4. Word processing has?
7. Word Processing allows you to?
8. Word processing allows you to?
9. Word processing lets you?
10. Same as number 6...
11. What is the best way for you to share a document that you can only edit

Down

1. Word Processing has a?
2. What is the simple word edit tools?
3. The mail merge feature allows you to?
5. What is a more advance way to move a text from one location to another?
6. Same as 6....

Word Bank

- | | | | |
|---------------------|----------------|-----------------|-------------------|
| check spelling | help function | Insert tables | Check and print |
| add a password | copy and paste | images | insert and delete |
| create form letters | draw objects | File Management | |