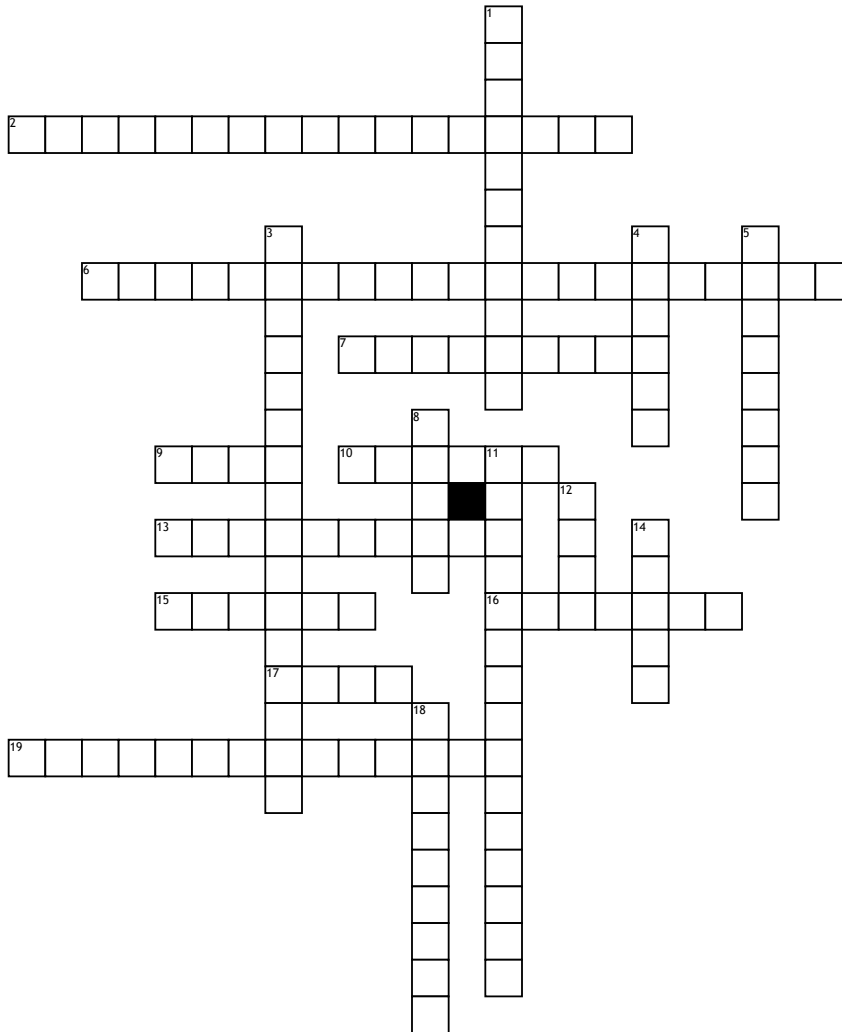


Understanding Word



Across

2. small arrow in the lower-right corner of the group
 6. Symbols for certain formatting commands
 7. quick access to commands for performing many file management tasks
 9. a list of options
 10. a tool that is divided into eight that contain groups
 13. format style that aligns text along the left margin
 15. collections of related Word commands

16. enables users to visually check your document before printing
 17. Eight areas on the Ribbon that contain groups related Word commands
 19. blinking point

Down

1. toolbar contains commands that users use more often
 3. a colon after the salutation and a comma after the closing
 4. a dialog box that will save a document in a specific format
 5. an option that enables users to set document properties

8. The large "I" created when users place the cursor near the insertion point
 11. no punctuation after the salutation or the closing
 12. a button that saves an existing document
 14. to send a document to a printer
 18. instruction users give Word by clicking a button or entering information
 COMMAND box that displays additional options to execute commands

Word Bank

MENU
 SAVE
 BACKSTAGE
 QuickACCESS
 GROUPS

RIBBON
 INSERTIONPOINT
 OPENPUNCTUATION
 TABS
 SETTINGS

SAVEAS
 IBEAM
 MIXEDPUNCTUATION
 PRINT
 NONPRINTINGCHARACTERS

DIALOGBOXLAUNCHER
 DIALOGBOX
 PREVIEW
 BLOCKSTAGE