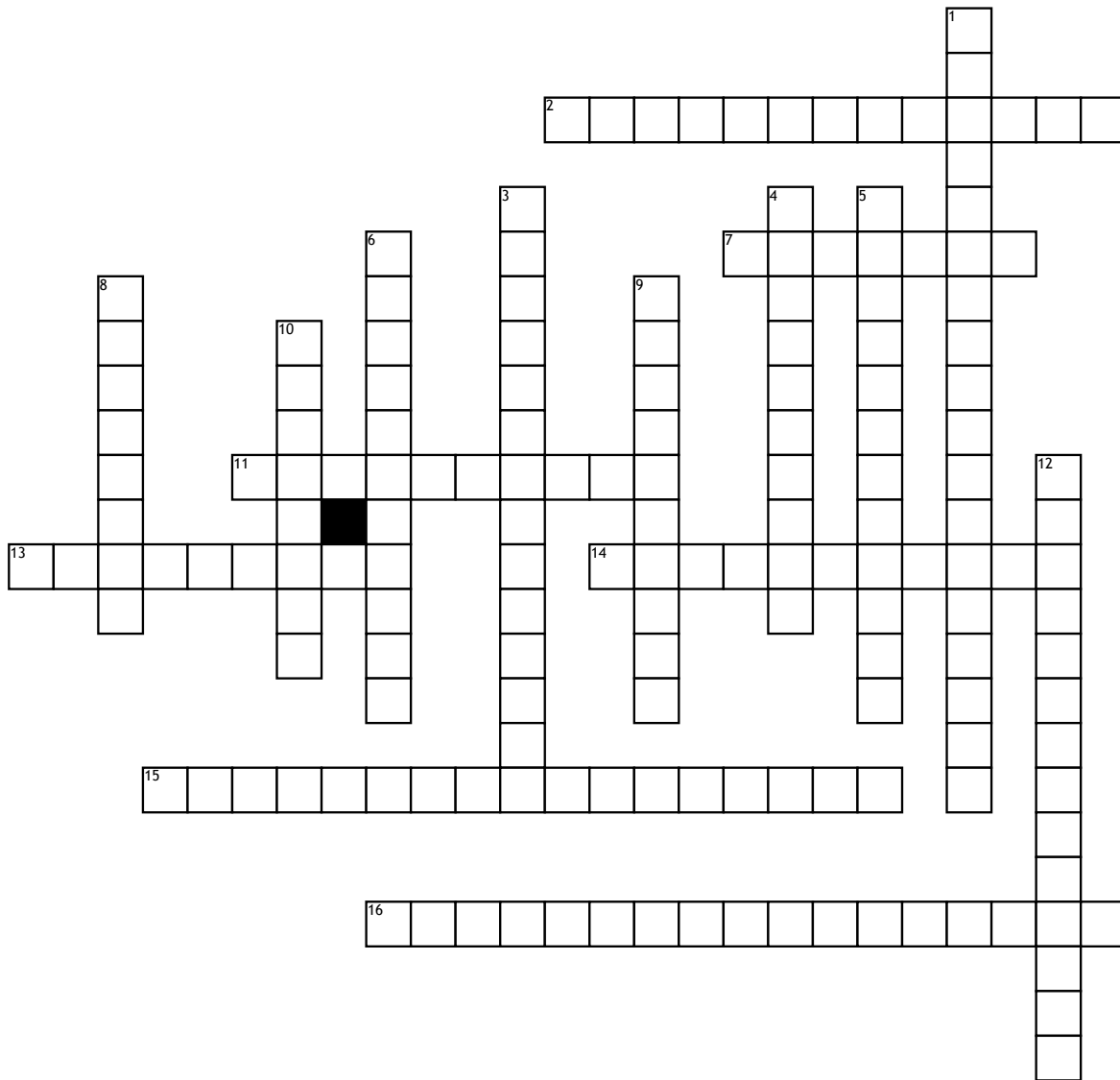


Word Core 2013



Across

2. Click to show or hide items.
7. Displays Backstage view to select commands for a file.
11. Paragraph with no text; to insert blank line, press ENTER. To remove blank line, move to blank line and delete as if text character.
13. Displays document information.
14. Quickly alternate between document views.
15. Displays Help window.
16. Displays Ribbon Tabs only.

Down

1. Provides quick access to frequently used commands.
3. Indicates cursor position in the document.
4. Each represents group of commands used for specific purposes.
5. To delete character to right of insertion point, press DELETE. To delete character to left of insertion point, press BACKSPACE.
6. Contains related commands to edit, format, or enhance items; may have dialog box launcher button.

8. When enough words typed to fill line, next word automatically wraps to next line. Press ENTER at end of each paragraph of text.
9. Click buttons at either side to increase or decrease percentage by 10%, or drag slider button for particular zoom percentage.
10. Displays name of document currently viewed in window.
12. The vertical blinking bar; shows where you currently are in the document; also called the I-beam or cursor.