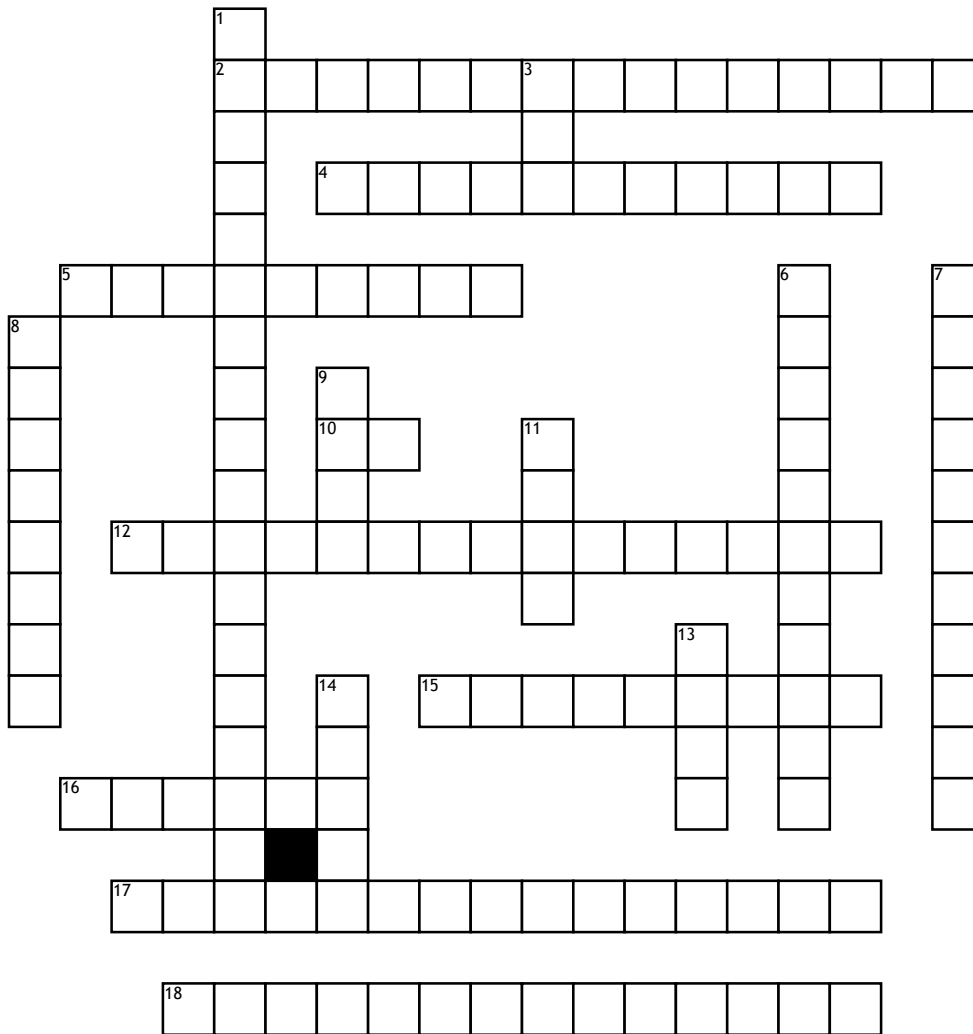


Name: \_\_\_\_\_

# Word Module 2 - Editing Documents



## Across

- 2. Holds up to 24 items
- 4. Feature that gives you quick access to information about document text, including definitions, images, and other material from online sources
- 5. Text or graphic that, when clicked, "jumps" the viewer to a different location or program
- 10. Used when you want to leave the original file intact and create a duplicate file with a different file name, file extension, or location
- 12. Mark a document as final so that it is read-only and cannot be edited
- 15. A temporary storage area for text and graphics that you cut or copy from a document

- 16. Small programs embedded in Word that allow you to access information on the web without having to leave Word
- 17. Holds just one item
- 18. Feature that allows you to automatically search for a replace all instances of a word or phrase in a document

## Down

- 1. User-defined details about a file that describe its contents and origin, including the name of the author, the title of the document, and keywords that you can assign to help organize and search your files
- 3. Text is removed from the document and placed on the clipboard
- 6. Moving text by selecting the text and dragging it to a new location

- 7. A function key, or a combination of keys, that you press to perform a command
- 8. Feature that allows you to quickly search reference sources and the web for information related to a word or phrase
- 9. Used to save the changes you make to a file
- 11. An informal journal that is created by an individual or a group and available to the public on the internet
- 13. The original text is left in place and a copy of the text is placed on the clipboard
- 14. Insert text that is stored on the clipboard in the document at the location of the insertion point

## Word Bank

- |             |                 |                 |                    |
|-------------|-----------------|-----------------|--------------------|
| ADDINS      | DRAGANDDROP     | PASTE           | CLIPBOARD          |
| SHORTCUTKEY | COPY            | SAVE            | SYSTEMCLIPBOARD    |
| CUT         | SMARTLOOKUP     | BLOG            | DOCUMENTPROPERTIES |
| RESEARCH    | OFFICECLIPBOARD | PROTECTDOCUMENT | HYPERLINK          |
| AS          | FINDANDREPLACE  |                 |                    |