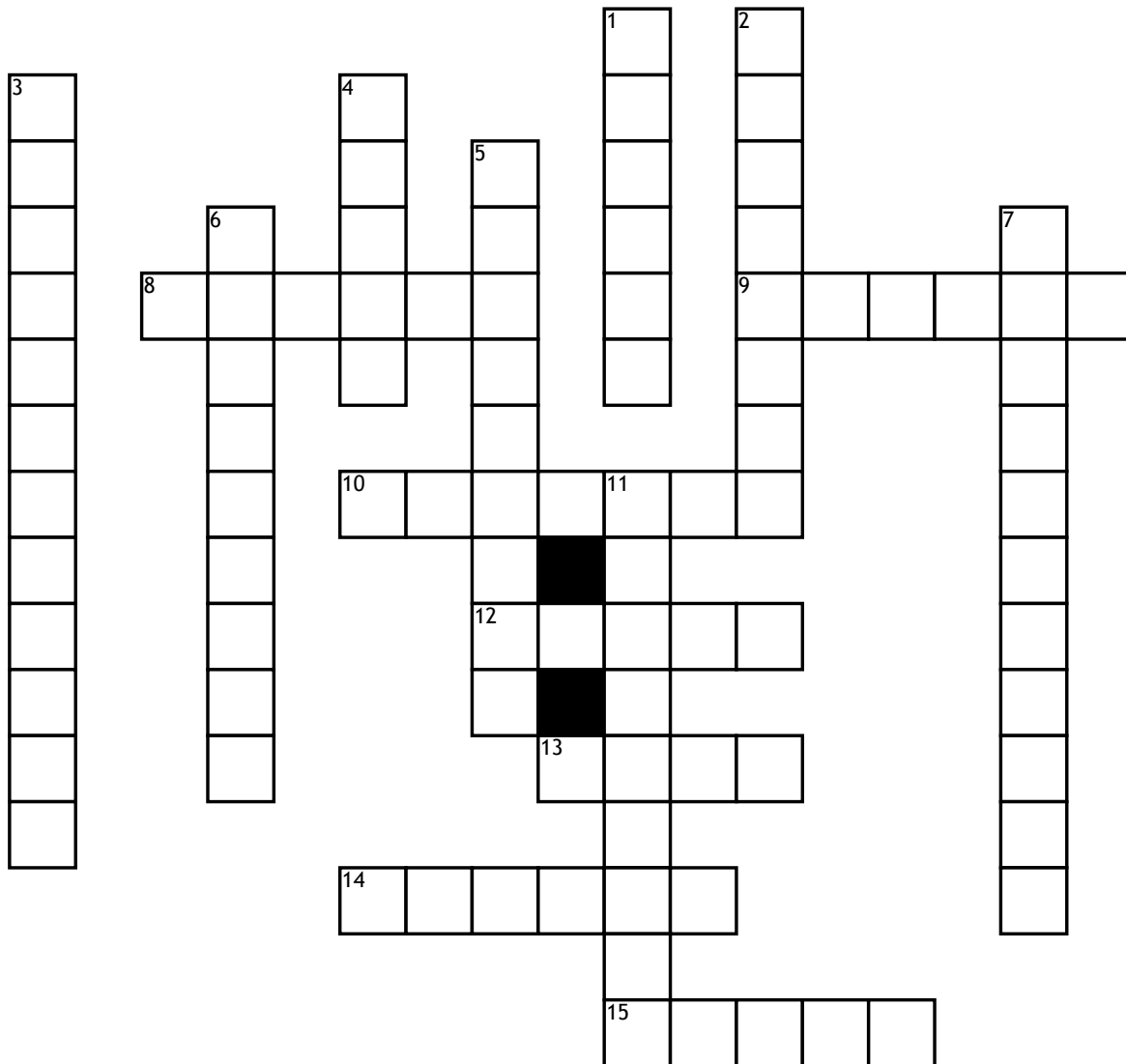


# Word Processing Crossword



## Across

8. Text appearing at the foot of each page of a document (6)

9. The blank space to the left, right, bottom and top of a page (6)

10. A text styling tool to add shadows, outlines, colors, gradients, and 3D effects to text (4,3)

12. Send to a machine or create a hard copy (5)

13. Used when you make a mistake (4)

14. A decorative strip or line around the edge of something (6)

15. A collection of data arranged in rows and columns (5)

## Down

1. One or more spaces used to move the text to the right or left margin (6)

2. A piece of written, printed or electronic matter that provides information (8)

3. This can be used to ensure all headings are kept consistent (7,5)

4. This function is used to copy copied text or images from one place to another (5)

5. A distinct section of a piece of writing, usually indicated by a new line (9)

6. This adds up all the words in a document (4,5)

7. Vertical distance between lines of text (4, 7)

11. The way lines of text are arranged relative to the edges of a block of text (9)