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Computer Basics & Microsoft Word Vocabulary

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| **Across**  **2.** Output device that shows you the result of the computer’s processing  **6.** Allows you to make the Word screen larger or smaller.  **7.** Takes you to the “backstage” view where you can access Open, Save, Close, Print and Recent file options.  **8.** Contains the main parts of the computer; including the central processing unit, memory, graphics, etc.  **10.** Is used to issue commands. It is located near the top of the Word screen and displays several tabs.  **13.** Displays several related command groups and within each group are related command buttons.  **14.** Bars that enable you to move up, down, and across your Word window.  **16.** The blinking vertical line in the text area that marks the insertion point on your document.  **17.** Appears the very bottom of your window and provides such information as the current page and the number of words in your document.  **18.** Communication device that enables the computer to connect and “talk” to other computers  **19.** Physical components of a computer system  **20.** Is located next to the File tab. It provides you with access to commands you frequently use. | **Down**  **1.** Appears the very bottom of your window and provides such information as the current page and the number of words in your document.  **3.** Similar to a Personal Computer, but is capable of handling more tasks  **4.** Input device used to enter data into the computer  **5.** Is located in the bottom-right corner of a group. Clicking it gives you access to additional commands via a dialog box.  **9.** Process billions of information per second  **11.** A chip that “wakes up” the computer when you turn it on  **12.** “Brains” of the computer  **15.** A collection of hardware devices that allows you to input, process (system unit), store (save), output, and communicate. |