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Final Review Vocabulary Sets 1-3

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|  | 12 |  |  |  | 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | 15 |  |  | 16 |  |  |  |  |  |  |  |  |  |  |  |  | 17 |  |  |  |  | 18 |  |  |  |  |
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|  |  |  | 19 |  |  |  |  |  |  |  |  | 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | 21 |  |  |  |  |  |  |  |  |  | 22 |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Across**  **1.** is a blinking vertical bar that indicates where text, graphics and other items will be inserted  **3.** the top triangle at the 0 mark on the ruler.  **7.** is text and graphics that print at the top of each page in a document  **11.** a saved document  **15.** Becomes different shapes depending on the task you are performing in Word and the pointer’s location on the screen.  **17.** is text and graphics that print at the bottom of every page  **21.** Each tab surrounds a collection of groups, and each group contains related commands  **22.** are two popular documentation styles for research papers  **24.** to refer to the bibliographic list of sources at the end of the paper  **25.** To return the home tab click home on the ribbon.  **26.** a series of paragraphs  **28.** the name assigned to a file when it is saved.  **29.** Called the primary tab contains the more frequently used commands.  **30.** an external drive that saves files. It is connected in to the USB port on the computer and can be taken with the user to other devices  **31.** That when clicked displays or a dialog Box or a task pane with additional options for the group | **Down**  **2.** the mla style uses in-text for each source at the bottom of the page or at the end of the paper  **4.** located near the top of the word window, is the control center in word  **5.** the process of changing the appearance of a paragraph.  **6.** a part of a style  **8.** is a document you can use to communicate the results of research feelings  **9.** the process of changing the way characters appear on the screen and in print  **10.** the top or bottom portion of the document off the screen  **12.** the mla style requires that on the entire research paper  **13.**  is a list of frequently used commands that relate to the right -clicked object.  **14.** the appearance and shape of the letters, numbers, and special characters  **16.** Located at the bottom of the document window above the Windows Vista taskbar, presents information about the document, the progress of current the document  **18.** displays at the top edge of the document window by the ribbon and displays along the edge of the word window  **19.** the size of the characters  **20.** which appears automatically based on tasks you perform , contains commands related to changing the appearance of text in a document  **23.**  a named group of formatting characteristics.  **27.** You use a scroll bar to display different portions of a document in the document window. |

   Insertion Point       mouse pointer       Scroll Bar       Status Bar       Ribbon       Tab       Home Tab       Active Tab       Dialogue Box Launcher       Mini Tool Bar       Shortcut Menu       File       File Name       paragraph formatting       Character Formatting       Font       Font Size       Style Theme       Bulleted List       Quick Style Set       USB Flash Drive       Scroll       research paper       MLA       Parenthetical Documentation       works cited       double spacing       header       Footer       rulers       first line indent marker