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Getting Started with Microsoft Office

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| **Across**  **3.** To increase screen space for document area you can \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (or minimize) the ribbon  **5.** These are useful when looking for Commands  **8.** This is a small window that pops up in an application that requires a response from the user.  **10.** To see what the hard copy of a document will look like, use this  **13.** This becomes available only when text is selected.  **14.** The button you press to access the Help pane  **15.** What you do if a dialog box covers an area of your document  **17.** A paper printout is also refered to a \_\_\_\_\_\_\_\_\_\_\_\_\_\_.  **18.** What is advantage of using shortcuts? | **Down**  **1.** This is found at bottom of your document and has NO shortcuts on it  **2.** The name of the special tab that appears on the Ribbon when part of the document is selected  **4.** A button that opens a dialog box  **6.** On the Ribbon a set of related commands is called a \_\_\_\_\_\_\_\_\_\_\_\_\_.  **7.** When you open any Microsoft Office application, this tab is active on the Ribbon.  **9.** Ina Microsoft Office application, the item at top of document that contains most of the commands used to perform tasks  **11.** You use this to navigate a file - found on the side and/or bottom of a document  **12.** If a setting is cleared (unchecked) in a dialog box it is turned \_\_\_\_\_.  **16.** The command found by default on the Quick Access Toolbar |