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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 |