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Lesson 1 Vocab

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| **Across**  **3.** A box that displays additional options or information you can use to execute commands.  **7.** A small arrow in the lower-right corner of the group.  **11.** A format style that aligns text along the left margin  **12.** The large “I” created when users place the cursor near the insertion point.  **13.** A tool that is divided into eight that contain groups.  **16.** A button in the Quick Access Toolbar that saves an existing document.  **17.** Eight areas of activity on the Ribbon that contain groups or collections of related Word commands.  **19.** A style that requires no punctuation after the salutation or the closing.  **20.** A command that repeats a user’s last action.  **21.** Symbols for certain formatting commands that can help users create and edit documents. | **Down**  **1.**  A toolbar that contains commands that users use more often, such as Save, Undo, and Redo.  **2.** A dialog box that will save a document in a specific format.  **4.** A style that requires a colon after the salutation and a comma after the closing.  **5.** An instruction users give Word by clicking a button or entering information into a command box.  **6.** The blinking point at the upper-left side of the document where you will begin creating your text.  **8.** An option that enables users to set document properties.  **9.** Collections of related Word commands  **10.** A tool that enables users to visually check your document for errors before printing.  **14.** A tool that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane that can be customized to meet users’ needs.  **15.** A list of options  **18.** To send a document to a printer. |