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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. |