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Microsoft Word 1-4

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| **Across**  **1.** A command that repeats a user’s last action.  **5.** A tool that is divided into eight tabs that contain groups.  **6.** A command in Word that removes selected text from the original location and place the deleted text in the Clipboard collection.  **12.** A tool that automatically wraps text to the next line as it reaches the right margin.  **13.** A command in Word that places a duplicate copy of selected text in the Clipboard.  **14.** Eight areas of activity on the Ribbon that contain groups or collections of related Word commands.  **15.** A command that pastes text from the Clipboard to a new location in the original document or new document.  **16.** A command that enables users to replace one word or phrase with another.  **18.** An option that enables users to set document properties.  **19.** A tool that enables users to visually check your document for errors before printing.  **20.** Changes the page layout of the document and hides the ribbons. Some editing tools are available. | **Down**  **2.** A measurement that refers to the height of characters with one point equaling approximately 1/12 of an inch.  **3.** Decorative text that enhances text  **4.** A command that automatically completes text, such as the current date, day of the week and month.  **7.** Master document that has predefined page layout, fonts, margins, and styles and is used to create new documents that will share the same basic formatting.  **8.** A format style that aligns text along the left margin.  **9.** A command that allows users to cancel or undo their last command or action.  **10.** A set of characters that have the same design.  **11.** Collections of related Word commands.  **17.** To send a document to a printer. |