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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. |