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Microsoft Word

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| **Across**  **3.** When you send a document to a printer, you are \_\_\_\_\_\_\_\_ the document.  **11.** This goes at the bottom of a page and is the opposite of a header.  **12.** \_\_\_\_\_\_\_\_\_ business was business that was not taken care of in the last meeting.  **14.** One way to align a paragraph is to use a \_\_\_\_\_\_\_ indent.  **15.** This page is put at the end of an essay to give your sources credit.  **18.** This is inserted at the top of a document to put information such as your name, the date, and the page numbers.  **19.** Changing this means changing the way the text looks.  **20.** If you make your own margins, you are creating a \_\_\_\_\_\_\_ margin. | **Down**  **1.** These are images used to make a document more interesting.  **2.** To indent text, you can just hit the \_\_\_\_\_ key.  **4.** This is a list of items to be discussed or acted upon.  **5.** When you change text or pictures, you are doing this to it.  **6.** This is the white space on the outside of a document.  **7.** You can make an image the size and shape that you want by \_\_\_\_\_\_\_\_\_ the image.  **8.** If a paragraph is flush with the left margin, than it is left \_\_\_\_\_\_\_\_\_\_.  **9.** To make text stand out, you will make it \_\_\_\_\_\_\_\_.  **10.** In an essay, you will use \_\_\_\_\_\_\_ spacing.  **13.** True or false? The time is included in the heading for minutes.  **16.** These are small dots that all support an idea above it.  **17.** When you slant text, you put it in \_\_\_\_\_\_\_. |