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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 \_\_\_\_\_\_\_. |