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Microsoft Word 2016

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| **Across**  **4.** Looking for errors  **8.** Computer program that can damage files and programs  **9.** To change the appearance of  **10.** The last line of a paragraph by itself at the top of a page  **11.** Font size measurement, 1/72 of an inch  **13.** Properties that contain file details including date created/changed, statistics, and file size  **14.** A word with a similar meaning  **18.** A word with an opposite meaning  **19.** Default style in Word  **20.** Details about a file  **22.** The first line of a paragraph at the bottom of a page  **23.** Default font for body text  **24.** Named group of formatting characteristics  **28.** Prints with an underscore "\_" below each character  **29.** Text and/or graphics printed at the top of each page  **30.** Series of paragraphs or statements, each beginning with a bullet | **Down**  **1.** Text with a slanted appearance  **2.** Process of changing the way characters appear  **3.** Allows you to cancel your recent commands(s) or actions(s)  **5.** Increasing or reducing the size of a graphic  **6.** Where are the tabs, groups and commands located?  **7.** Small squares and circles on a selection rectangle  **12.** Allows you to type words in a paragraph continually  **15.** Another name for typeface  **16.** Text and/or graphics printed at the bottom of each page  **17.** Can make typing more efficient because your hands are on the keyboard  **21.** Colored area behind text or graphics  **25.** Set of unified formats for fonts, colors and graphics  **26.** Moving portions of the screen into and out of sight  **27.** Characters that appear somewhat thicker and darker than other characters |