|  |  |  |
| --- | --- | --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ | Period: \_\_\_\_\_\_\_ |

Microsoft Word 2016

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  | 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 2 |  |  |  |  |  |  | 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | 4 | 5 |  |  |  | 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7 |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  | 9 |  |  |  |  |  |  |  |  |  |  |  | 10 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | 11 |  |  |  |  |  |  |  | 12 |  | 13 |  |  |  |  |  |  |  |  | 14 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 15 |  |  |  |  |  |  | 16 |  |  |  |  |  | 17 |  |
|  |  |  |  |  |  |  |  |  |  |  |  | 18 |  |  |  |  |  |  |  |  | 19 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  | 20 |  |  |  |  |  |  |  |  | 21 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | 22 |  |  |  |  |  |  |  |  | 23 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  | 24 | 25 |  |  |  |  | 26 |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 27 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | 29 |  |  |  |  |  |  | 30 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **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 |