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

Microsoft Word 2016

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | 1  F |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | I |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | R |  |  |  |  |  |  |  | 2  D |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | S |  |  |  |  | 3  G | O | T | O |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | T |  |  |  |  |  |  |  | C |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 4  D | I | A | L | O | G | B | O | X | L | A | U | N | C | H | E | R |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | I |  |  |  |  |  |  |  | M |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | N |  |  |  |  |  |  |  | E |  |  |  |  |  |  | 5  S |  |  |  |  |  |  |  |
|  |  |  |  |  |  | 6  N | E | G | A | T | I | V | E | I | N | D | E | N | T |  |  | E |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | I |  |  |  |  |  |  |  | T |  |  |  |  |  |  | C |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | N |  |  | 7  M | I | X | E | D | P | U | N | C | T | U | A | T | I | O | N |  |  |  |  |
|  |  |  |  |  |  |  | D |  |  |  |  |  |  |  | R |  |  |  |  |  |  | I |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | E |  |  |  | 8  W |  | 9  L |  | O |  |  |  |  |  |  | O |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | N |  | 10  W | H | I | T | E | S | P | A | C | E |  |  |  | N |  |  | 11  D |  |  |  |  |
|  |  |  |  |  |  |  | T |  |  |  | D |  | A |  | E |  |  |  |  |  |  | B |  |  | I |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | 12  W | O | R | D | W | R | A | P |  |  |  | 13  O | R | P | H | A | N |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | W |  | E |  | T |  |  |  |  |  |  | E |  |  | L |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | R |  | I |  |  | 14  W |  | 15  B |  | A |  |  | O |  |  |  |  |
|  |  |  |  |  |  |  | 16  C | O | L | U | 17  M | N | S |  | E |  |  | I |  | A |  | K |  |  | G |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | A |  |  |  | S |  |  | L |  | C |  |  |  |  | B |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | R |  |  |  |  |  |  | D |  | K |  |  |  |  | O |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | G |  |  |  |  |  |  | C |  | S |  |  |  |  | X |  |  |  |  |
|  |  |  | 18  N | O | N | P | R | I | N | T | I | N | G | C | H | A | R | A | C | T | E | R | S |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | N |  |  |  |  |  |  | R |  | A |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 19  S | E | T | T | I | N | G | S |  |  |  |  |  |  | D |  | G |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | E |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | V |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | I |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  | 20  T | E | M | P | L | A | T | E |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | W |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Across**  **3.** a command that provides a way to navigate through longer documents quickly  **4.** a small arrow in the lower-right corner of the groups  **6.** extends paragraph text into the left margin  **7.** a style that requires a colon after the salutation and a comma after the closing  **10.** a space between pages in a document  **12.** a tool that automatically wraps text to the next line as it reaches the right margin  **13.** the first line of a paragraph that appears alone at the bottom of a page  **16.** vertical blocks of text in which text flows from the bottom of one column to the top of the next  **18.** symbols for certain formatting commands that can help users create and edit documents  **19.** an option that enables users to set document properties  **20.** a master document with predefined page layout, fonts, margins, and styles that is used to create new documents with the same basic formatting | **Down**  **1.** inserts blank space between the left margin and the first line of the paragraph  **2.** identify the creator of the document, the date the document was created, its subjects and category  **5.** used to create multiple sections in the same document  **8.** the last line of a paragraph that appears as a single line of text at the top of a page  **9.** are symbols such as dotted, dashed, or solid lines that fill the space before a tab  **11.** a box that displays additional options or information you can use to execute commands  **14.** characters to find words or phrases that contain specific letters or combinations of letters  **15.** a tool that offers quick access to commands for performing many file management tasks all displayed in a single navigation pane that can be customized to meet users' needs  **17.** the areas of white space that border the top, bottom, and sides of a document |