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Microsoft Word 2016

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| **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 |