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Microsoft Word Chapter 2

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| **Across**  **4.** Collection of Bibliographies  **6.** Ruler at top of the page  **8.** Measurement on the left edge of a document  **10.** Note about a resource at the bottom of the page  **11.** Placing copied information into a document  **12.** Text or graphics at the bottom of a document  **13.** At top of page. Page number or any other paper information  **14.** 1st line hangs to left from the rest of the paragraph  **15.** Word with a similar meaning  **16.** Inserted breaks  **20.** Spaces between paragraphs  **21.** A mark that tells the reader that there is a footnote  **22.** Changes the entire margin  **23.** Spacing between each line | **Down**  **1.** Document you can use to to communicate results of research  **2.** Reading your paper after your finished  **3.** Name of group formatting characteristics  **5.** Manually inserting breaks in the paper  **7.** Correcting words for you  **9.** Info that is being used from a source  **17.** Modern Language Association of America  **18.** Using researched info without reference  **19.** Note at end of document |