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

Microsoft Word Chapter 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 1R |  |  |  |  |
|  |  |  |  |  |  |  |  | 2P |  |  |  |  |  |  |  |  |  |  | 3S |  |  |  |  |  |  E |  |  |  |  |
|  |  |  |  |  |  |  |  |  R |  |  |  | 4W |  O |  R |  K |  S |  C |  I |  T |  E |  D |  |  |  |  S |  |  |  |  |
|  |  |  |  |  |  |  |  |  O |  |  |  |  |  |  |  |  |  |  |  Y |  |  |  |  |  |  E |  |  |  |  |
|  |  |  |  | 5M |  |  | 6H |  O |  R |  I |  Z |  O |  N |  T |  A |  L |  R |  U |  L |  E |  R |  |  |  |  A |  |  |  |  |
|  |  |  |  |  A |  |  |  |  F |  |  |  |  |  |  |  |  |  |  |  E |  |  |  |  |  |  R |  |  |  |  |
|  |  |  |  |  N |  |  |  |  R |  |  |  |  |  |  |  | 7A |  |  |  |  |  |  |  |  |  C |  |  |  |  |
|  |  |  |  |  U |  |  | 8V |  E |  R |  T |  I |  C |  A |  L |  R |  U |  L |  E |  R |  |  |  |  |  |  H |  |  |  |  |
|  |  |  |  |  A |  |  |  |  A |  |  |  |  |  |  |  |  T |  |  |  |  |  | 9R |  |  |  P |  |  |  |  |
|  |  |  |  |  L |  |  |  |  D |  |  | 10F |  O |  O |  T |  N |  O |  T |  E |  |  |  |  E |  |  |  A |  |  |  |  |
|  |  |  |  |  P |  |  |  |  I |  |  |  |  |  |  |  |  C |  |  |  |  |  |  F |  |  |  P |  |  |  |  |
|  |  |  | 11P |  A |  S |  T |  I |  N |  G |  |  |  |  | 12F |  O |  O |  T |  E |  R |  | 13H |  E |  A |  D |  E |  R |  |  |  |
|  |  |  |  |  G |  |  |  |  G |  |  |  |  |  |  |  |  R |  |  |  |  |  |  R |  |  |  R |  |  |  |  |
|  |  |  |  |  E |  |  |  |  |  |  |  |  |  |  |  |  R |  |  |  |  |  |  E |  |  |  |  |  |  |  |
|  |  |  |  |  B |  | 14H |  A |  N |  G |  I |  N |  G |  I |  N |  D |  E |  N |  T |  | 15S |  Y |  N |  O |  N |  Y |  M |  |  |  |
|  |  |  |  |  R |  |  |  |  |  |  |  |  |  |  |  |  C |  |  |  |  |  |  C |  |  |  |  |  |  |  |
|  |  |  |  |  E |  |  |  |  |  | 16A |  U |  T |  O | 17M |  A |  T |  I |  C | 18P |  A |  G |  E |  B |  R | 19E |  A |  K |  |  |
|  |  |  |  |  A |  |  |  |  |  |  |  |  |  |  L |  |  |  |  |  L |  |  |  |  |  |  N |  |  |  |  |
|  |  |  |  |  K |  |  |  | 20P |  A |  R |  A |  G |  R |  A |  P |  H |  S |  P |  A |  C |  I |  N |  G |  |  D |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  G |  |  |  |  |  |  N |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | 21S |  U |  P |  E |  R |  S |  C |  R |  I |  P |  T |  |  |  |  O |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  A |  |  |  |  |  |  T |  |  |  |  |
|  |  |  |  |  |  |  | 22L |  E |  F |  T |  I |  N |  D |  E |  N |  T |  M |  A |  R |  K |  E |  R |  |  |  E |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  I |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  Z |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 23L |  I |  N |  E |  S |  P |  A |  C |  I |  N |  G |  |  |  |

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