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| **Across**  **4.** refers to shrinking or stretching printed output to a percentage of its actual size.  **5.** a window you can quickly adjust automatic page breaks to achieve a more desirable printed document.  **6.** is the empty area of a document, in which no content appears.  **10.** are lines of text that appear at the bottom of each page.  **11.** Shadows or bevels, modify the appearance of an object.  **13.** is the screen that appears when you click the FILE tab and then click Print.  **14.** s a line of text that appears at the top of each page of a printed worksheet.  **15.** is a divider that breaks a worksheet into separate pages for printing.  **16.** the lines that display around worksheet cells  **17.** is the position of the content, so that it prints either vertically or horizontally on a page.  **18.** is the left-to-right measurement of a column. | **Down**  **1.** is the line between rows or columns.  **2.** is its identifying letter or number.  **3.** is a predefined set of colors, fonts, and effects that can be applied to an entire workbook or to specific items within a workbook  **7.** is its identifying letter or number.  **8.** a row or column causes your cell data to change orientation.  **9.** is text or a picture that appears behind a document, similar to a sheet background in Excel.  **12.** the top-to-bottom measurement of a row, is measured in points |