Word 2013 Vocabulary

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| **Across****8.** A tool that allows you to copy multiple formats from one part of a document to another**11.** Selecting the text, holding down the left mouse button, and dragging the mouse wher eyou want to move the text**15.** Refers to effects such as bold, italic, and underline**17.** Used to remove a word from your document**18.** Tells you the page you are on and the total page count**20.** A unit of measurement of how large or small characters are**21.** Move a document up and down or left and right on the screen**23.** Can store up to 24 cut or copied entries**25.** Symbols, shapes, or images such as dots, diamonds, or arrows placed in front of each item in a list to call attention to that item**26.** Blinking I-pointer that shows wehre the insertion point is located**27.** The overall look of a document, including the individual characters, paragraoh, and pages**29.** Displays the name of the current document or file**30.** A button that can be turned on by clicking it once, and then off by clicking it again | **Down****1.** The text automatically wraps to the next l ine of the document**2.** The space between the margin and the text**3.** Software program that includes toold for entering, editing, and formattingtext and graphic**4.** A special character that does not appear on the keyboard**5.** Feature that allows you to search for words with a similar meaning**6.** When paragraphs are lined up along a document's lef tor right margins**7.** Measures the distance from the edge of the page to the text**9.** A list in which each item begins with a bullet**10.** Used to replace text in your document by keying the word that you want to replace and the word that should replace it**12.** A bar in the lower right corner of an office program window tha tyou can use to increase or decrease hte size of the document**13.** the unique design of a set of characters, such as Arial, Trebuchet, or Comic Sans**14.** A feature that automatically corrects common spelling errors**16.** Join or attach text from one location to another**19.** contain closely related groups**22.** The amount of pace between lines of text**24.** Small image that can be clicke dto perform various tasks. (Sometimes called an icon)**28.** Is designed to help you quickly find a button or icon |