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 |