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Wordprocessing

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| **Across****1.** A feature that allows the user to view a document onscreen and make necessary formatting changes prior to printing it.**2.** A page layout in which documents are printed across the length of a page, making the page wider than it is tall.**7.** A page break the end user forces into a document, creating a new page at a specific location; also known as a Hard Page Break.**12.** A break in a line or a paragraph that is forced by the user when the return key is pressed, creating a new paragraph.**16.** How the edges of a line, paragraph, object, or table are positioned horizontally and vertically between the margins or on a page.**18.** Text appearing at the bottom of each page, separate from the main body of a text.**19.** Sort order arranging text or numbers from Z to A, largest to smallest, or latest to earliest**20.** A feature that automatically generates a new page, allowing text to flow to the new page when space runs out on the previous one; also known as a Soft Page Break.**22.** A feature that allows a user to select text using a mouse or pointing device, and quickly move (drag) it to a different location.**23.** One of two or more vertical sections of printed material on a page; usually separated by margins.**24.** The amount of space between lines of text.**25.** To make changes by adding, deleting, or modifying text, graphics, or other items in a document.**26.** A feature that allows a user to select text or a graphic, remove it from its current location and place it in another location within a document. | **Down****3.** Through the use of a personal computer, combining text and graphics to produce a high - quality document, such as newsletters, flyers, brochures, etc.**4.** The white space surrounding the content of a page at the top, bottom, left and right sides, defining where a line of text begins and ends.**5.** Text appearing at the top of each page, separate from the main body of text.**6.** A feature that includes pre - made illustrations, drawings, pictures, and other graphic that can be inserted into a document.**8.** Drawings, Pictures, or other illustrations inserted in a document to either explain data or enhance the appearance of text on a page.**9.** A feature that scans a document, searches for occurrences of specific text, symbols or formatting, and allows a user to replace it with new text, symbols or formatting.**10.** A feature in a word processing application that allows the user to create outlines or itemized lists with either icons or numbers.**11.** Sort order arranging text or numbers from A to Z, from smallest to largest, or from earliest to latest.**13.** To move text horizontally away from the left or right margin, setting it apart from surrounding text.**14.** In word processing, to utilize features that enhance the appearance and overall layout of text, graphics, tables within a document.**15.** Lines around the edge(s) of text, a page, a cell, or a table.**17.**  The size, style, and design of text**21.** A feature that allows a user to select text or a graphic, duplicate it and place it in another location within a document. |