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key terms word 2013

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| **Across**  **1.** A command that enables users to replace one word or phrase with another  **3.** a box that displays additional options or information you can use to execute commands  **7.** A button in the Quick Access Toolbar that saves an existing document  **10.** a font in which the horizontal spacing varies  **14.** To send a document to a printer.  **15.** a menu that contains a list of useful commands.  **18.** Any single letter, number, symbol, or punctuation mark.  **20.** An instruction users give Word by clicking a button or entering info into a command box  **21.** a space between pages in a document.  **22.** A dialog box that will save a document in a specific format.  **24.** A list of options.  **25.** A command in Word that places a duplicate copy of selected text in the clipboard  **27.** a style that requires no punctuation after the salutation or the closing  **28.** A tool that is divided into eight tabs that contain groups.  **29.** A format style that aligns text along the left margin.  **30.** Tiny images of the document pages. | **Down**  **2.** a font that does not have the small line extensions on its characters.  **4.** Collections of related Word commands.  **5.** A command that repeats a user’s last action.  **6.** A set of characters that have the same design.  **8.** a font in which the horizontal spacing varies.  **9.** a setting that extends paragraph text into the left margin.  **11.** live preview shows you how your document will look with the selected feature  **12.** A tool that provides more information about commands  **13.** The large “I” created when users place the cursor near the insertion point  **16.** The amount of space between lines of text in a paragraph.  **17.** Decorative text that enhances text.  **19.** A setting that refers to how text is positioned between the margins  **23.** An option that enables users to set document properties.  **26.** A blank space inserted between text and the left or right margin. |