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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. |