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| **Across**  **3.** when a peice of text is centerd between the bottom and top magin  **4.** used to arange items in a list with each item beggning with a bullet or a number  **6.** the word proccesing tool that alows text or graphics to be copied to another location wothin a document  **9.** the word proccesing tool that removes text or graphic that have been cut or copied  **18.** the specific desighn for a collection of letters numbers anf symbolys  **19.** the blank space at the bottom left and right of a document whene u cant type  **20.** width is greater than the height  **21.** a blinking character that shows were the next cahrachter will appear  **22.** to put text on a page so that it looks good and is read easily  **24.** allows you to type above a magin  **25.** the word proccesing tool that places text or grsphics that have been cut or copied | **Down**  **1.** the way mutiple lines or text line up along the left right or both margins  **2.** replaces menu bars and provides groups of commands to use when making a document  **5.** provides buttons that allow you to access frequently used comands  **7.** the word proccesing tool that alows you to chek your document for incorectly speeled words simular to a lectronic dictonary  **8.** a software aplcation that is used to for creating text documents  **10.** the spacing between lines of text in a document  **11.** the direction wich youcan print on a page  **12.** height is greater than the width  **13.** the word proccessing tool that cheks selected words in a document for grammatical errors  **14.** the proccesing of updating a word proccesing document  **15.** allows you to scroll throughout a document that is too long to fit on thr digital page  **16.** allows you to type below the bottom margin  **17.** temporary storage location for text or graphics to be copied or cut  **23.** the word prossecing tool that allows you to find synonyms ( words simular to meanings ) for word in your document |