Microsoft Word

Across
1. To magnify or shrink your view of a window
4. To reduce the size of a graphic by cutting off edges
6. A command to locate a specific word or formatting
7. The way text lines up horizontally or vertically between margins
11. A feature that automatically corrects common typing errors
12. A heavy dot or other graphic before each item in a list
16. A button that you can use to copy all the formatting features (Two Words)
19. A combination of keys you press to perform a command (Two Words)
21. The ability to share information between programs
22. A 3 or 4 character code added to a filename to identify the program in which the file was created
23. The process of combining information from two separate documents to create many final documents (Two Words)

Down
2. The space between the page content and the edges of the document
3. Information arranged in horizontal rows and vertical columns
4. A collection of ready made images (Two Words)
5. A feature that automatically inserts dates and frequently used items
8. A unit or part of a document that can have its own page orientation, margins, headers, footers and vertical alignment
9. To transfer a copy of the text or graphic from the Office Clipboard into a document at the insertion point
10. Text that appears at the top of every page
13. A special kind of window where you enter or choose settings for how you want to perform a task (Two Words)
14. Text that appears at the bottom of every page
15. A feature that temporarily stores text or graphics until you need them
17. To remove text or graphics
18. To rearrange information in a specific order
20. A style of print