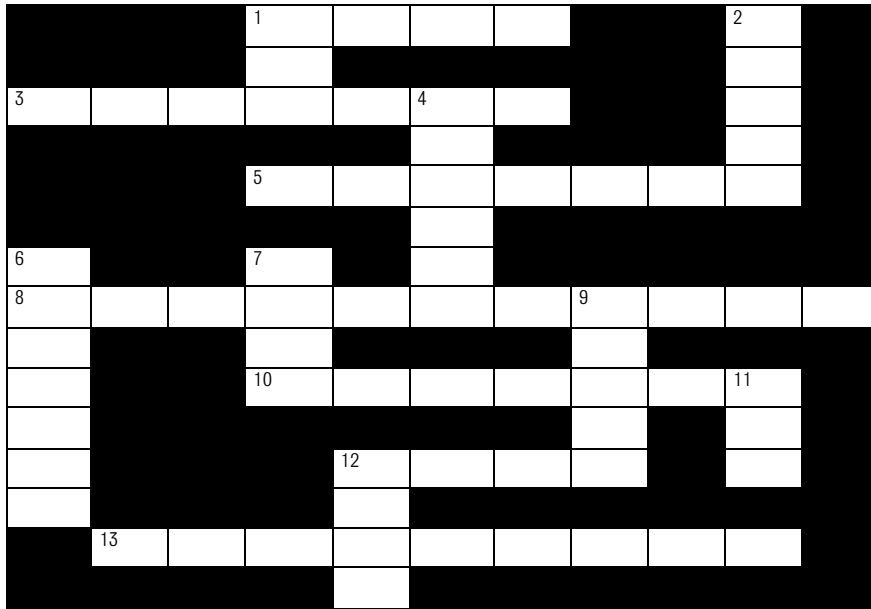


Unit 4

WORKSHEET 4E

CrossWORD

Directions: Fill in the crossword puzzle using the clues below. Every word from the list will be used once.



- cell
- thesaurus
- text
- orientation
- columns
- cut
- WordArt
- right
- ROM
- format
- table
- toolbar
- cite
- case
- justify

ACROSS

1. The space in a table where a column and row meet is called a(n) _____.
3. Text alignment can be set as left, right, center, or _____.
5. An excellent tool in Word for creating colorful, eye-catching text is _____.
8. Landscape and Portrait are two types of paper _____.
10. Command buttons can be found at the top of a document in the _____.
12. A properly formatted research paper requires you to _____ your sources.
13. A(n) _____ is used to find synonyms and antonyms.

DOWN

1. Three Word commands used to move text or images are _____, copy, and paste.
2. Ethics are the rules that we use to determine _____ from wrong.
4. The Font, Paragraph, and Tab tools are accessed from the _____ menu.
6. A table arranges information into _____ and rows.
7. _____ is another name for letters, words, numbers, or symbols.
9. A(n) _____ arranges information into columns and rows.
11. It is a good idea to back up Word documents on floppy disk or CD-_____.
12. The Shift key is used in conjunction with a letter key to type in upper_____.