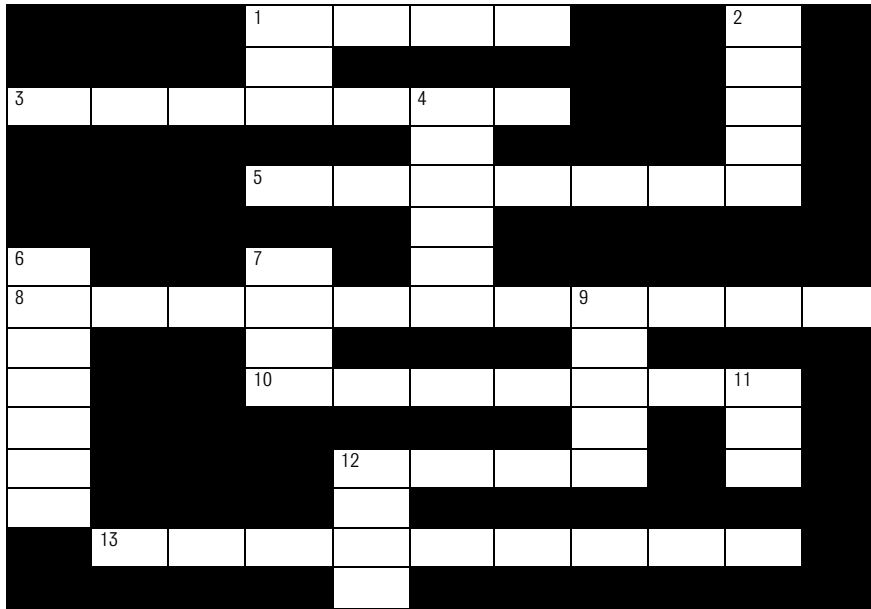


# Unit 4

# 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\_\_\_\_\_.