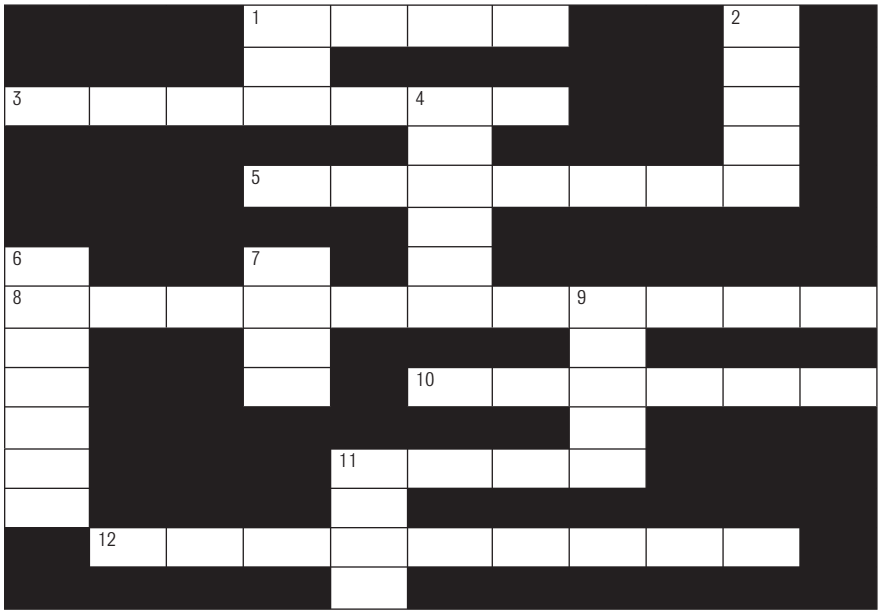
Name _____ Date _____ Class _____

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
- Format
- table
- Ribbon
- 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. Commands can be found at the top of a document on the _____.

11. A properly formatted research paper requires you to _____ your sources.

12. 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 _____ Painter allows you to copy formatting quickly.

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. The Shift key is used in conjunction with a letter key to key in upper_____.

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