



Columns, Headers-Footers, Editing, Undo-command, Printing, Spelling-checker, Outline Thesaurus, Importing, Fonts, Margin, Save-As, Page-Numbers, Finding-Replacing Insert-Date, Font-Size, Centering-Text, Font Style

**Across**

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| <p>1) The graphical look of fonts.</p> <p>7) The feature of displaying a font in a particular appearance.</p> | <p>4) The ability to place headings in the body of a work processing document with help from the software as to the specific necessary coding.</p> <p>11) The feature of inserting a file into a document. This is particularly popular with bringing graphical files to be placed in your document.</p> |
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| 12) | The feature of controlling the width of text (top, bottom, left and right).       | 15) | The features of storing a file to a specific location on the computer's hard disk drive or floppy disk drive. |
| 16) | The feature of providing a hard copy of what's displayed on the monitor's screen. | 17) | The feature of inserting date into a document.  |

**Down**

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| 1)  | The feature of being able to change the text numbers or formulas in a document. | 2)  | The feature of displaying text in multi-columns is a document.     |
| 3)  | The feature of having individual page numbers appearance.                       | 5)  | The feature of substituting words with other words.                |
| 6)  | The feature of displaying a font in a particular size.                          | 8)  | The feature of changing the text to make for an improved document. |
| 9)  | Allows one to have words checked for their spelling accuracy.                   | 10) | The ability to retrieve erased text while working in a program.    |
| 13) | The graphic appearance of letters and numbers on-screen.                        | 14) | The ability to place graphic or text in a selected spot.           |