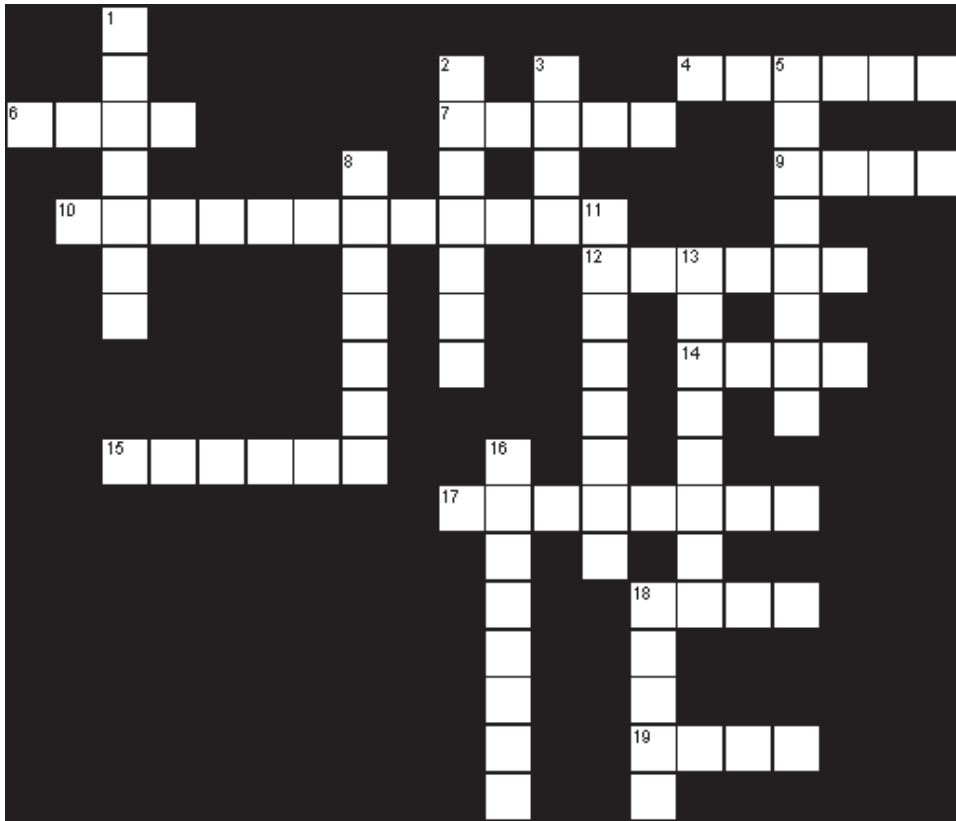


Crossword Puzzle

NAME _____

CLASS / HOUR _____



Across

4. A plan for how money is used within a certain amount of time.
6. A word processing application by Microsoft.
7. A spreadsheet application by Microsoft.
9. A command to duplicate text or graphics for placement elsewhere.
10. The process of using several applications at the same time to complete a document.
12. A listing of a job applicant's education, experience, and relevant interests.
14. A typeface or style of lettering.
15. A subdirectory that can contain files.
17. A type of graph that presents values as percentages of a whole. (two words)
18. A short message used in business.
19. A command to store data to a file, folder, or disk.

Down

1. A set calculation of numbers in Excel.
2. An on-screen work area that uses icons and menus.
3. Small picture on the computer screen that represents an object that can be manipulated by the user.
5. Any piece of work created with a computer application.
8. A bar that shows what applications are open or can be made active.
11. Pictures or drawings stored in the computer as bitmaps.
13. Instructions that cause the computer to do the work.
16. To move a program from the screen to the taskbar.
18. A pointing device used with a computer.