



Across

- 1. A type of data produced by a video still camera.
- 4. A change to the data in one file will not affect the same data in other files.
- 9. A structured collection of similar information which can be searched
- 14. A list on the screen from which choices may be made by the user.
- 16. A program used for writing and editing text
- 17. An area at the bottom of every page of a document. In a document this may contain a page number.
- 18. A shape displayed on the screen which is used to select items from a menu and is usually controlled by a mouse.
- 19. A piece of software used for the production of, or editing graphics.

Down

- 2. An area at the top of every page of a document. In a book, this may show the chapter number.
- 3. Remove information from a document.

- 4. A program which divides the screen into rows and columns. Cells can contain text, numbers and formulas.
- 5. Duplicate information somewhere else in the same document or another document.
- 6. Characters or symbols displayed on a screen or printed as hard copy on a printer.
- 7. Put additional information into a document.
- 8. Change or correct information in a document.
- 10. A line of screen buttons, which represent actions or tools that are currently available within an application package.
- 11. A type of data made up of music or any sound produced by a computer.
- 12. Symbols or pictures on the screen.
- 13. This is a ready-made blank document, with placeholders for items like text and graphics.
- 15. Take part of a document and put it somewhere else in the same (or another) document.
- 16. Windows Icons Menus and Pointer.