

Fill in the blank with the term that is described.

- _____ 1. Saving a text file so that it can be loaded into another application.
- _____ 2. Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells.
- _____ 3. The way text is laid out on the page. There can be two or more of these on a page.
- _____ 4. Text set in a large typeface and arranged across the whole page.
- _____ 5. Images can be inserted from a scanner or digital camera.
- _____ 6. To reduce the size of the graphic by cutting parts from the edges of the graphic.
- _____ 7. The way the text and graphics are laid out on the pages.
- _____ 8. Allows you to set/change the size and weight of the typeface, the line and character spacing, etc..
- _____ 9. A line of screen buttons, which represent actions or tools currently available within an application package.
- _____ 10. A ready-made page layout used on all pages in a document.
- _____ 11. The measuring tools that are displayed around the edge of the document.
- _____ 12. This allows you to wrap text round a graphic, rather than having to leave a large space for the picture.
- _____ 13. The ability to move text and graphics around the page.
- _____ 14. A way of storing data so that it can be understood by, and transferred between, a number of different packages.
- _____ 15. A standard file format for the transfer of data between application packages.
- _____ 16. Images on backing storage or on the World Wide Web which may be added to a document.
- _____ 17. The amount of detail which can be shown on the screen - measured in dots per inch (dpi).
- _____ 18. The text of the document.
- _____ 19. Entering text from a file rather than directly from a keyboard.
- _____ 20. This is a feature of a package that helps you to step through the process of document creation.
- _____ 21. This is a ready-made blank document, with placeholders for items like text and graphics.
- _____ 22. The design of a set of characters (letters and numbers). Also called a font.