

Fill in the blank with the term that is described.

- \_\_\_\_\_ 1. Text formatting used in a word processor which stops word at the end of one line being split over two lines.
- \_\_\_\_\_ 2. Removing of text from one part of the document and placing it in another part of the same document.
- \_\_\_\_\_ 3. Characters can be read in automatically from a page of text.
  
- \_\_\_\_\_ 4. This allows you to choose the paper size, A5, A4, etc.
  
- \_\_\_\_\_ 5. An input device consisting of a set of buttons or keys marked with characters.
  
- \_\_\_\_\_ 6. Automatically loading personal details from a separate database and placing them correctly in a standard letter.
- \_\_\_\_\_ 7. A feature which tells you how many words have been used within a document.
  
- \_\_\_\_\_ 8. This allows you to choose whether the page is portrait or landscape.
  
- \_\_\_\_\_ 9. A point in a word processing document where one page ends and a new page begins.
- \_\_\_\_\_ 10. The way text is set out, for example, right, left, centred or justified.
  
- \_\_\_\_\_ 11. A program used for writing and editing text.
  
- \_\_\_\_\_ 12. A general letter with spaces for personal details, such as a person's name.
  
- \_\_\_\_\_ 13. Adding text or data to a document.
  
- \_\_\_\_\_ 14. The amount of space between each line of text.
  
- \_\_\_\_\_ 15. This allows you to set the length of each line of text and how many lines of text can be fitted onto one page.
- \_\_\_\_\_ 16. A piece of text (held on backing storage) that you can combine with others like it to make up a complete document.
- \_\_\_\_\_ 17. Allows a word to be replaced automatically throughout a document. May be global or selective.
- \_\_\_\_\_ 18. An input device which allows printed text or graphics to be displayed on the screen.
- \_\_\_\_\_ 19. A printed copy of your work, usually on paper.
  
- \_\_\_\_\_ 20. A change to the data in one file automatically carried out to the same data in another file.
- \_\_\_\_\_ 21. A feature which checks the grammar of a document and suggests alternatives.
  
- \_\_\_\_\_ 22. A feature of a General Purpose Package which will produce a list of words with similar meanings (synonyms).
- \_\_\_\_\_ 23. An input device which allows sound to be put into a computer system.
  
- \_\_\_\_\_ 24. Removal of text or data from a document.
  
- \_\_\_\_\_ 25. Changing of text or data within a document.