

Place the letter of the matching description from the right column on the blank in front of the number of the left column.

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| _____ 1. Exporting | A. A line of screen buttons, which represent actions or tools currently available within an application package. |
| _____ 2. ASCII | B. Typical graphic formats would include GIF, JPEG, BMP, TIFF and EPS. |
| _____ 3. BannerHeadline | C. A large initial letter at the beginning of a paragraph of text. |
| _____ 4. Columns | D. The way the text and graphics are laid out on the pages. |
| _____ 5. Typescript | E. This is the blackness of the characters - e.g. bold is darker than normal. |
| _____ 6. Typeface | F. This is a ready-made blank document, with placeholders for items like text and graphics. |
| _____ 7. Toolbar | G. The design of a set of characters (letters and numbers). Also called a font. |
| _____ 8. Master Pages | H. Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells. |
| _____ 9. Page Layout | I. American Standard Code for Information Interchange. |
| _____ 10. Standard File Formats | J. The ability to move text and graphics around the page. |
| _____ 11. Wizard | K. A way of storing data so that it can be understood by, and transferred between, a number of different packages. |
| _____ 12. Importing Text | L. The text of the document. |
| _____ 13. Styles | M. A ready-made page layout used on all pages in a document. |
| _____ 14. Ckip Art | N. This is a feature of a package that helps you to step through the process of document creation. |
| _____ 15. Cropping | O. Bold, Italic, Underline, Superscript, Subscript. |
| _____ 16. Table | P. Entering text from a file rather than directly from a keyboard. |
| _____ 17. Templates | Q. This is measured in points. There are 72 points to an inch. Most books are written in 12 point text. |
| _____ 18. File Format | R. Images on backing storage or on the World Wide Web which may be added to a document. |
| _____ 19. Size of Typeface | S. Saving a text file so that it can be loaded into another application. |
| _____ 20. Drop Capital | T. The way text is laid out on the page. There can be two or more of these on a page. |
| _____ 21. Change Layout | U. To reduce the size of the graphic by cutting parts from the edges of the graphic. |
| _____ 22. Font Weight | V. Text set in a large typeface and arranged across the whole page. |