

Place the letter of the term that matches the description on the blank in front of the number.

1. A large initial letter at the beginning of a paragraph of text.  
\_\_\_\_\_ A. Cropping B. Drop Capital C. Ruler D. Import Graphic
2. Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells.  
\_\_\_\_\_ A. Banner Headline B. Table C. Wizard D. Import Graphic
3. Change the size of the graphic by enlarging or reducing.  
\_\_\_\_\_ A. Importing Text B. Chart C. Scale Graphic D. Text Wrap Around Graphic
4. Allows you to set/change the size and weight of the typeface, the line and character spacing, etc..  
\_\_\_\_\_ A. Typeface B. ASCII C. Style Sheets D. Typescript
5. Entering text from a file rather than directly from a keyboard.  
\_\_\_\_\_ A. Page Layout B. Importing Text C. Text Wrap Around Graphic D. Cropping
6. Text set in a large typeface and arranged across the whole page.  
\_\_\_\_\_ A. Rich Text Format B. Banner Headline C. Import Graphic D. Exporting
7. Images can be inserted from a scanner or digital camera.  
\_\_\_\_\_ A. Import Graphic B. Font Weight C. Columns D. Master Pages
8. A way of storing data so that it can be understood by, and transferred between, a number of different packages.  
\_\_\_\_\_ A. Rich Text Format B. Standard File Formats C. Import Graphic D. Size of Typeface
9. Images on backing storage or on the World Wide Web which may be added to a document.  
\_\_\_\_\_ A. Clip Art B. Font Weight C. Styles D. Master Pages
10. This is the blackness of the characters - e.g. <strong>bold</strong> is darker than normal.  
\_\_\_\_\_ A. File Format B. ASCII C. Toolbar D. Font Weight
11. Saving a text file so that it can be loaded into another application.  
\_\_\_\_\_ A. Page Layout B. Text Wrap Around Graphic C. Exporting D. Style Sheets
12. To reduce the size of the graphic by cutting parts from the edges of the graphic.  
\_\_\_\_\_ A. Cropping B. Typeface C. Text Wrap Around Graphic D. Typescript
13. This allows you to wrap text round a graphic, rather than having to leave a large space for the picture.  
\_\_\_\_\_ A. Text Wrap Around Graphic B. Cropping C. Typescript D. Ruler
14. This is a ready-made blank document, with placeholders for items like text and graphics.  
\_\_\_\_\_ A. Scale Graphic B. Typescript C. Templates D. Wizard
15. This is a feature of a package that helps you to step through the process of document creation.  
\_\_\_\_\_ A. Font Weight B. Chart C. Importing Text D. Wizard
16. A standard file format for the transfer of data between application packages.  
\_\_\_\_\_ A. Text Wrap Around Graphic B. Page Layout C. Standard File Formats D. Rich Text Format
17. Typical graphic formats would include GIF, JPEG, BMP, TIFF and EPS.  
\_\_\_\_\_ A. Page Layout B. File Format C. ASCII D. Drop Capital
18. The way text is laid out on the page. There can be two or more of these on a page.  
\_\_\_\_\_ A. Templates B. Drop Capital C. Columns D. File Format
19. The measuring tools that are displayed around the edge of the document.  
\_\_\_\_\_ A. Table B. Ruler C. ASCII D. Exporting
20. The design of a set of characters (letters and numbers). Also called a font.  
\_\_\_\_\_ A. Typeface B. Chart C. Rich Text Format D. Ruler
21. American Standard Code for Information Interchange.  
\_\_\_\_\_ A. ASCII B. Typeface C. Text Wrap Around Graphic D. Scale Graphic
22. The text of the document.  
\_\_\_\_\_ A. Scale Graphic B. File Format C. Typescript D. Style Sheets