

Words are placed backwards, forward, diagonally, up and down. Clues listed below can help you find the words. Circle the hidden vocabulary words in the maze.



- A large initial letter at the beginning of a paragraph of text. (11)
- A line of screen buttons, which represent actions or tools currently available within an application package. (7)
- A ready-made page layout used on all pages in a document. (11)
- Allows you to set/change the size and weight of the typeface, the line and character spacing, etc.. (11)
- American Standard Code for Information Interchange. (5)
- Bold, Italic, Underline, Superscript, Subscript. (6)
- Change the size of the graphic by enlarging or reducing. (12)
- Created from data in a spreadsheet. (5)
- Images can be inserted from a scanner or digital camera. (13)
- Images on backing storage or on the World Wide Web which may be added to a document. (7)
- Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells. (5)
- Saving a text file so that it can be loaded into another

- application. (9)
- The amount of detail which can be shown on the screen - measured in dots per inch (dpi). (10)
- The design of a set of characters (letters and numbers). Also called a font. (8)
- The measuring tools that are displayed around the edge of the document. (5)
- The text of the document. (10)
- The way text is laid out on the page. There can be two or more of these on a page. (7)
- The way the text and graphics are laid out on the pages. (10)
- This is a feature of a package that helps you to step through the process of document creation. (6)
- This is a ready-made blank document, with placeholders for items like text and graphics. (9)
- This is the blackness of the characters - e.g. **bold** is darker than normal. (10)
- To reduce the size of the graphic by cutting parts from the edges of the graphic. (8)
- Typical graphic formats would include GIF, JPEG, BMP, TIFF and EPS. (10)