



Across

- 1. Images can be inserted from a scanner or digital camera.
- 6. Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells.
- 7. American Standard Code for Information Interchange.
- 9. To reduce the size of the graphic by cutting parts from the edges of the graphic.
- 11. Bold, Italic, Underline, Superscript, Subscript.
- 14. A large initial letter at the beginning of a paragraph of text.
- 15. The design of a set of characters (letters and numbers). Also called a font.
- 16. Saving a text file so that it can be loaded into another application.

Down

- 1. Entering text from a file rather than directly from a keyboard.

- 2. The way the text and graphics are laid out on the pages.
- 3. The measuring tools that are displayed around the edge of the document.
- 4. The amount of detail which can be shown on the screen - measured in dots per inch (dpi).
- 5. Created from data in a spreadsheet.
- 6. This is a ready-made blank document, with placeholders for items like text and graphics.
- 8. This is a feature of a package that helps you to step through the process of document creation.
- 10. Typical graphic formats would include GIF, JPEG, BMP, TIFF and EPS.
- 12. A line of screen buttons, which represent actions or tools currently available within an application package.
- 13. Images on backing storage or on the World Wide Web which may be added to a document.