



Across

- 2. Illegally interfering with information stored on a computer system.
- 6. Easy to change the layout of a document to suit a different purpose.
- 8. A person about whom information is held.
- 9. American Standard Code for Information Interchange.
- 11. A group of eight bits.
- 12. Data consisting of numbers which may have fractions or a decimal point.
- 16. The person or organisation holding the data.
- 17. Faster creation of documents or workflow.
- 18. The cost of employing staff.

Down

- 1. A general letter with spaces for personal details (such as a person's name).
- 3. 1024 bytes.
- 4. Letters prepared by mail merge and sent out to individuals on a mailing list.
- 5. The cost of buying and setting up a computerised system.
- 7. A type of data - movies.
- 10. Data made up of moving graphics
- 11. A copy of a program or data made in case the original is lost or damaged.
- 13. 1024 Kilobytes
- 14. A 'rogue' program which can spread through computer systems and may damage files.
- 15. A picture or chart on a computer screen.