



Across

- 1. A feature which tells you how many words have been used within a document.
- 5. Changing of text or data within a document.
- 10. A program used for writing and editing text.
- 14. This allows you to set the length of each line of text and how many lines of text can be fitted onto one page.
- 15. A feature of a General Purpose Package which will produce a list of words with similar meanings (synonyms).
- 16. The amount of space between each line of text.

Down

- 1. Text formatting used in a word processor which stops word at the end of one line being split over two lines.
- 2. Characters can be read in automatically from a

page of text.

- 3. Data arranged in columns and rows, like a spreadsheet, and data is placed in cells.
- 4. Adding text or data to a document.
- 6. A printed copy of your work, usually on paper.
- 7. This allows you to choose the paper size, A5, A4, etc.
- 8. Moving of text from one part of a document and placing it in another part of the same document.
- 9. A feature which checks the grammar of a document and suggests alternatives.
- 11. A point in a word processing document where one page ends and a new page begins.
- 12. An input device which allows printed text or graphics to be displayed on the screen.
- 13. An input device consisting of a set of buttons or keys marked with characters.