

Change the order of the letters to find the original word.

- S = 1. ESHAAIGRCCLP
Change the size of the graphic by enlarging or reducing.
- I = 2. GTONPEITMIXTR
Entering text from a file rather than directly from a keyboard.
- S = 3. LSTYSE
Bold, Italic, Underline, Superscript, Subscript.
- S = 4. RMLEFOIFRTDATNDSASA
A way of storing data so that it can be understood by, and transferred between, a number of different packages.
- C = 5. TARHC
Created from data in a spreadsheet.
- T = 6. TBLAE
Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells.
- E = 7. PTRNXIEOG
Saving a text file so that it can be loaded into another application.
- M = 8. PAGEMRTSEAS
A ready-made page layout used on all pages in a document.
- R = 9. URLER
The measuring tools that are displayed around the edge of the document.
- R = 10. NSEOTLOUIR
The amount of detail which can be shown on the screen - measured in dots per inch (dpi).
- B = 11. DEBNEEHNALINRA
Text set in a large typeface and arranged across the whole page.
- S = 12. SETSHEETYSL
Allows you to set/change the size and weight of the typeface, the line and character spacing, etc..
- T = 13. ORTBLOA
A line of screen buttons, which represent actions or tools currently available within an application package.
- R = 14. RXCMRTFAEOHTTI
A standard file format for the transfer of data between application packages.
- C = 15. ICOPRPNG
To reduce the size of the graphic by cutting parts from the edges of the graphic.