

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

- W \_\_\_\_\_ = 1. RCEOROSRPDOSW  
A program used for writing and editing text
- T \_\_\_\_\_ = 2. MPLESTAET  
This is a ready-made blank document, with placeholders for items like text and graphics.
- G \_\_\_\_\_ = 3. EPSULKSPAAEECPRREGGAON  
word processor, spreadsheet, database, communications, graphics software
- W \_\_\_\_\_ = 4. AZSDIWR  
This feature helps you to step through the process of document creation.
- P \_\_\_\_\_ = 5. IPEROTN  
A shape displayed on the screen which is used to select items from a menu and is usually controlled by a mouse.
- W \_\_\_\_\_ = 6. IMPW  
Windows Icons Menus and Pointer.
- O \_\_\_\_\_ = 7. NPLIOL-HEEN  
Help which is available in the form of information screens when using a computer program.
- D \_\_\_\_\_ = 8. TEDLEE  
Remove information from a document.
- I \_\_\_\_\_ = 9. EPDEETSGAGKCATIRNA  
A piece of software made up of separate parts which can share data. Each part has a similar HCI.
- M \_\_\_\_\_ = 10. VMOE  
Take part of a document and put it somewhere else in the same (or another) document.
- D \_\_\_\_\_ = 11. EATSDBAA  
A structured collection of similar information which can be searched
- G \_\_\_\_\_ = 12. AEPGAIPKRCGHCSA  
A piece of software used for the production of, or editing graphics.
- A \_\_\_\_\_ = 13. NDEMA  
Change or correct information in a document.
- W \_\_\_\_\_ = 14. DSWNIWO  
Areas of the screen set aside for a particular purpose such as displaying files or documents.
- I \_\_\_\_\_ = 15. SNEITR  
Put additional information into a document.