

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

- W = 1. OARRDWPW
Text formatting used in a word processor which stops word at the end of one line being split over two lines.
- A = 2. TRSYLLEEAT
This allows you to change plain text to bold, italic, underline, etc..
- M = 3. OEVN
Moving of text from one part of a document and placing it in another part of the same document.
- M = 4. OIPMNCNORE
An input device which allows sound to be put into a computer system.
- S = 5. ANRSNEC
An input device which allows printed text or graphics to be displayed on the screen.
- V = 6. ENETNCGRIOOCIOIV
Software which can recognise speech input by the user via a microphone.
- D = 7. GDLNTEIE
Removal of text or data from a document.
- T = 8. UANIOTBLTA
A method of producing tables in a word processed document using the TAB character.
- I = 9. TNIRGSIEN
Adding text or data to a document.
- S = 10. GAENSMRGIT
This allows you to set the length of each line of text and how many lines of text can be fitted onto one page.
- T = 11. ASUURETSH
A feature of a General Purpose Package which will produce a list of words with similar meanings (synonyms).
- S = 12. TARSAEDTEDRNTL
A general letter with spaces for personal details, such as a person's name.
- W = 13. PWORRSRSCODOE
A program used for writing and editing text.
- S = 14. TRAAARHGPDSPNASAD
A piece of text (held on backing storage) that you can combine with others like it to make up a complete document.
- C = 15. TNAASDCPETU
Removing of text from one part of the document and placing it in another part of the same document.