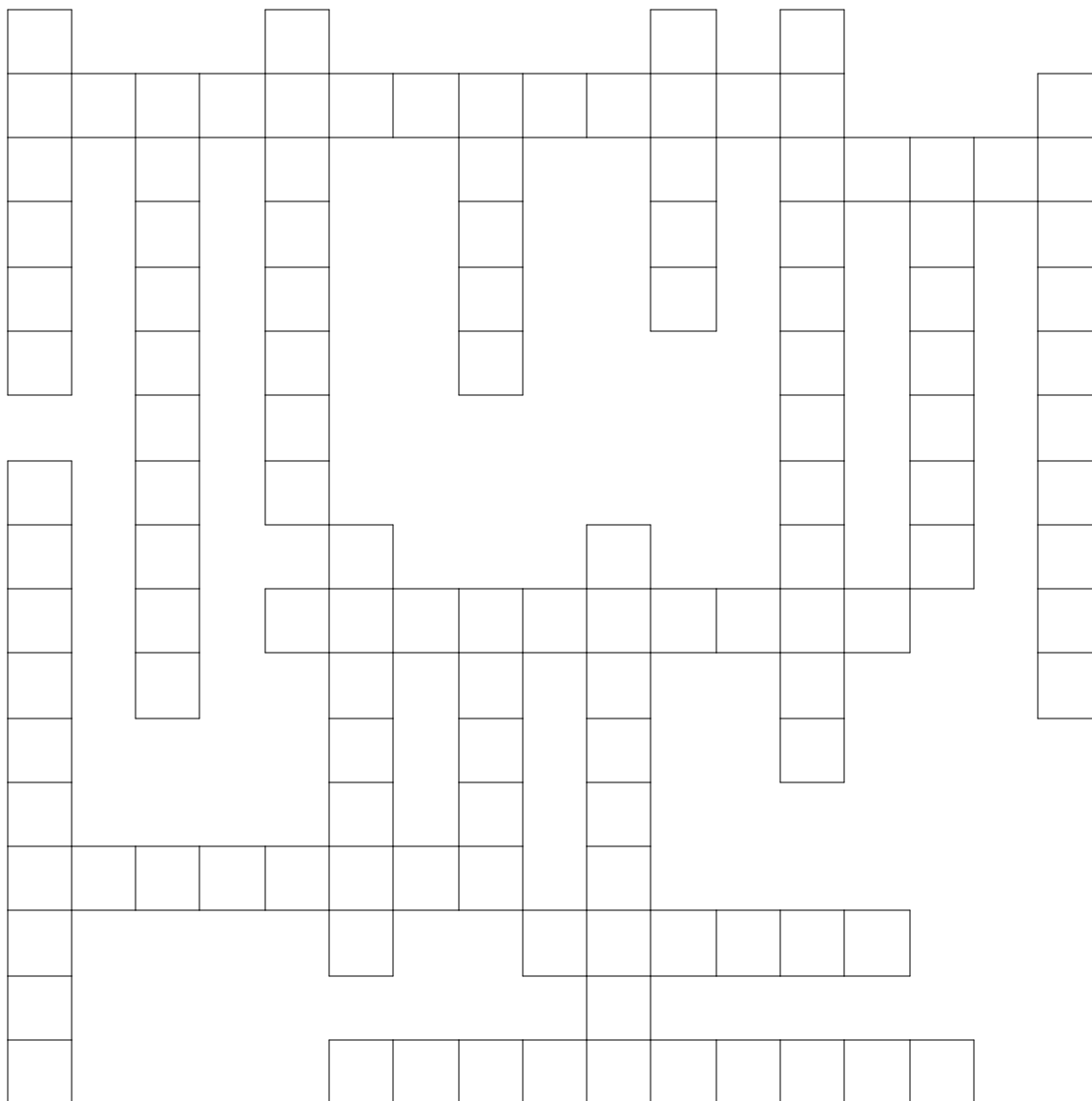


Clues listed below can help you find the words.



A line of screen buttons, which represent actions or tools currently available within an application package. (7)

American Standard Code for Information Interchange. (5)

Bold, Italic, Underline, Superscript, Subscript. (6)

Change the size of the graphic by enlarging or reducing. (12)

Created from data in a spreadsheet. (5)

Images can be inserted from a scanner or digital camera. (13)

Images on backing storage or on the World Wide Web which may be added to a document. (7)

Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells. (5)

The amount of detail which can be shown on the screen - measured in dots per inch (dpi). (10)

The design of a set of characters (letters and numbers). Also called a font. (8)

The measuring tools that are displayed around the edge of the document. (5)

The text of the document. (10)

The way the text and graphics are laid out on the pages. (10)

This is a feature of a package that helps you to step through the process of document creation. (6)

This is a ready-made blank document, with placeholders for items like text and graphics. (9)

This is the blackness of the characters - e.g. **bold** is darker than normal. (10)

To reduce the size of the graphic by cutting parts from the edges of the graphic. (8)

Typical graphic formats would include GIF, JPEG, BMP, TIFF and EPS. (10)