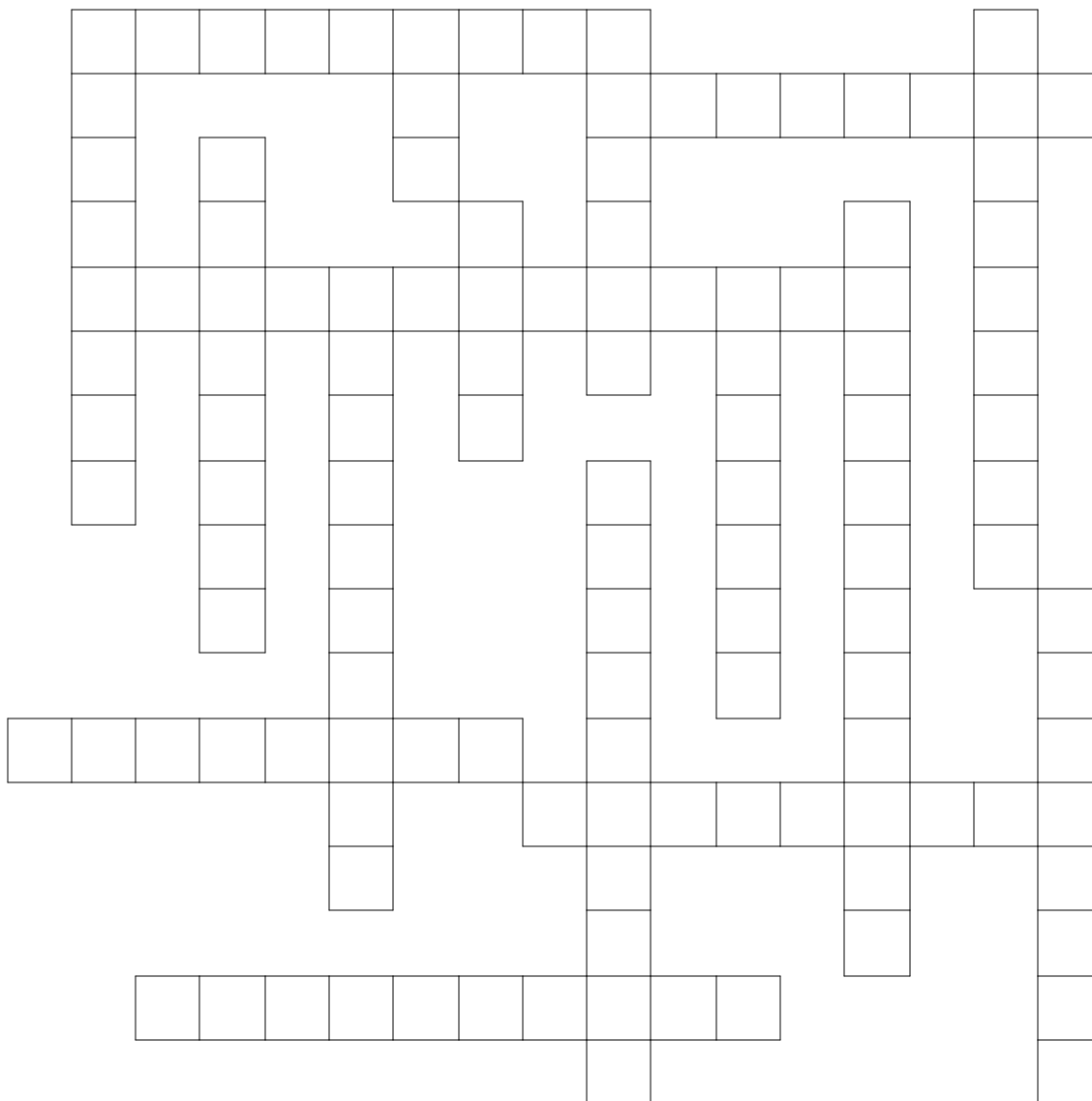


Clues listed below can help you find the words.



A feature which checks the grammar of a document and suggests alternatives. (12)

A feature which tells you how many words have been used within a document. (9)

A method of producing tables in a word processed document using the TAB character. (10)

A point in a word processing document where one page ends and a new page begins. (10)

A printed copy of your work, usually on paper. (8)

A program used for writing and editing text. (13)

Adding text or data to a document. (9)

An input device consisting of a set of buttons or keys marked with characters. (8)

An input device which allows printed text or graphics to be displayed on the screen. (7)

An input device which allows sound to be put into a

computer system. (10)

Automatically loading personal details from a separate database and placing them correctly in a standard letter. (9)

Changing of text or data within a document. (8)

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. (6)

Moving of text from one part of a document and placing it in another part of the same document. (4)

Removal of text or data from a document. (8)

Text formatting used in a word processor which stops word at the end of one line being split over two lines. (8)