

Match the definition with the vocabulary word. Put your answers in the magic squares below. When your answers are correct, all columns and rows will add to the same number.

- A. Importing Text
- B. Master Pages
- C. Table

- D. Text Wrap Around Graphic
- E. Typeface
- F. Style Sheets

- G. Font Weight
- H. Wizard
- I. Cropping

1. This allows you to wrap text round a graphic, rather than having to leave a large space for the picture.
2. To reduce the size of the graphic by cutting parts from the edges of the graphic.
3. A ready-made page layout used on all pages in a document.
4. Made up of data arranged in rows and columns, like a spreadsheet, and data can be placed in cells.
5. The design of a set of characters (letters and numbers). Also called a font.
6. This is the blackness of the characters - e.g. bold is darker than normal.
7. This is a feature of a package that helps you to step through the process of document creation.
8. Entering text from a file rather than directly from a keyboard.
9. Allows you to set/change the size and weight of the typeface, the line and character spacing, etc..

A=	B=	C=
D=	E=	F=
G=	H=	I=