

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.

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|------------------------|------------|--------------|
| A. Pointer | D. Wizards | G. Database |
| B. Toolbar | E. Copy | H. Templates |
| C. Static Data Linkage | F. Windows | I. Footer |

1. This feature helps you to step through the process of document creation.
2. A change to the data in one file will not affect the same data in other files.
3. This is a ready-made blank document, with placeholders for items like text and graphics.
4. An area at the bottom of every page of a document. In a document this may contain a page number.
5. Duplicate information somewhere else in the same document or another document.
6. A shape displayed on the screen which is used to select items from a menu and is usually controlled by a mouse.
7. A line of screen buttons, which represent actions or tools that are currently available within an application package.
8. A structured collection of similar information which can be searched
9. Areas of the screen set aside for a particular purpose such as displaying files or documents.

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