

Place the letter of the matching description from the right column on the blank in front of the number of the left column.

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|--------------------------------|--|
| _____ 1. Amending              | A. A point in a word processing document where one page ends and a new page begins.                            |
| _____ 2. Search and Replace    | B. A ready-made blank document, with placeholders for items like text and graphics.                            |
| _____ 3. Dynamic Data Linkage  | C. A feature of a General Purpose Package which will produce a list of words with similar meanings (synonyms). |
| _____ 4. Voice Recognition     | D. The way text is set out, for example, right, left, centred or justified.                                    |
| _____ 5. Keyboard              | E. This allows you to choose the paper size, A5, A4, etc.  |
| _____ 6. OCR                   | F. This allows you to choose whether the page is portrait or landscape.  |
| _____ 7. Inserting             | G. Characters can be read in automatically from a page of text.  |
| _____ 8. Standard Letter       | H. An input device consisting of a set of buttons or keys marked with characters.                              |
| _____ 9. Page Breaks           | I. Compares the words in a document with the words in its dictionary and offers alternatives.                  |
| _____ 10. Deleting             | J. A method of producing tables in a word processed document using the TAB character.                          |
| _____ 11. Move                 | K. An input device which allows printed text or graphics to be displayed on the screen.                        |
| _____ 12. Tabulation           | L. A printed copy of your work, usually on paper.  |
| _____ 13. Cut and Paste        | M. Software which can recognise speech input by the user via a microphone.                                     |
| _____ 14. Alter Text Alignment | N. A change to the data in one file automatically carried out to the same data in another file.                |
| _____ 15. Template             | O. The amount of space between each line of text.  |
| _____ 16. Alter Page Size      | P. Adding text or data to a document.  |
| _____ 17. Thesaurus            | Q. Changing of text or data within a document.   |
| _____ 18. Line Spacing         | R. Removing of text from one part of the document and placing it in another part of the same document.         |
| _____ 19. Microphone           | S. Allows a word to be replaced automatically throughout a document. May be global or selective.               |
| _____ 20. Grammar Check        | T. Removal of text or data from a document.  |
| _____ 21. Scanner              | U. An input device which allows sound to be put into a computer system.  |
| _____ 22. Hard Copy            | V. Moving of text from one part of a document and placing it in another part of the same document.             |
| _____ 23. Spell check          | W. A program used for writing and editing text.  |
| _____ 24. Word processor       | X. A feature which checks the grammar of a document and suggests alternatives.                                 |
| _____ 25. Alter Page Layout    | Y. A general letter with spaces for personal details, such as a person's name.                                 |