

Place the letter of the term that matches the description on the blank in front of the number.

1. Text formatting used in a word processor which stops word at the end of one line being split over two lines.  
\_\_\_\_\_ A. Word Wrap B. Word Count C. Line Spacing D. OCR
2. Changing of text or data within a document.  
\_\_\_\_\_ A. Alter Text Alignment B. Amending C. Tables D. Alter Page Size
3. This allows you to set the length of each line of text and how many lines of text can be fitted onto one page.  
\_\_\_\_\_ A. Line Spacing B. Tables C. Word processor D. Set Marging
4. Removal of text or data from a document.  
\_\_\_\_\_ A. MailMerge B. Amending C. Deleting D. Alter Page Layout
5. A general letter with spaces for personal details, such as a person's name.  
\_\_\_\_\_ A. Alter Page Layout B. OCR C. MailMerge D. Standard Letter
6. An input device which allows sound to be put into a computer system.  
\_\_\_\_\_ A. Line Spacing B. AlterStyle C. Grammar Check D. Microphone
7. The way text is set out, for example, right, left, centred or justified.  
\_\_\_\_\_ A. Alter Text Alignment B. Amending C. Keyboard D. Spell check
8. An input device which allows printed text or graphics to be displayed on the screen.  
\_\_\_\_\_ A. Scanner B. Template C. Move D. Cut and Paste
9. An input device consisting of a set of buttons or keys marked with characters.  
\_\_\_\_\_ A. AlterStyle B. Keyboard C. Standard Letter D. OCR
10. A change to the data in one file automatically carried out to the same data in another file.  
\_\_\_\_\_ A. Dynamic Data Linkage B. Deleting C. Set Marging D. Alter Page Layout
11. Compares the words in a document with the words in its dictionary and offers alternatives.  
\_\_\_\_\_ A. OCR B. Page Breaks C. Scanner D. Spell check
12. A feature which tells you how many words have been used within a document.  
\_\_\_\_\_ A. Deleting B. Set Marging C. Dynamic Data Linkage D. Word Count
13. A feature of a General Purpose Package which will produce a list of words with similar meanings (synonyms).  
\_\_\_\_\_ A. OCR B. Alter Page Layout C. Thesaurus D. Standard Paagraphs
14. Characters can be read in automatically from a page of text.  
\_\_\_\_\_ A. OCR B. Keyboard C. Move D. Tables
15. Software which can recognise speech input by the user via a microphone.  
\_\_\_\_\_ A. Move B. Voice Recognition C. Standard Letter D. Microphone
16. Removing of text from one part of the document and placing it in another part of the same document.  
\_\_\_\_\_ A. Move B. Scanner C. Amending D. Cut and Paste
17. This allows you to change plain text to bold, italic, underline, etc..  
\_\_\_\_\_ A. Dynamic Data Linkage B. MailMerge C. Thesaurus D. AlterStyle
18. A program used for writing and editing text.  
\_\_\_\_\_ A. Scanner B. Word processor C. Move D. Standard Letter
19. Moving of text from one part of a document and placing it in another part of the same document.  
\_\_\_\_\_ A. Inserting B. Move C. Alter Text Alignment D. Hard Copy
20. A printed copy of your work, usually on paper.  
\_\_\_\_\_ A. Microphone B. Hard Copy C. Word Count D. MailMerge
21. A feature which checks the grammar of a document and suggests alternatives.  
\_\_\_\_\_ A. Amending B. Grammar Check C. OCR D. Word Count
22. A piece of text (held on backing storage) that you can combine with others like it to make up a complete document.  
\_\_\_\_\_ A. Page Breaks B. Line Spacing C. Standard Paagraphs D. Microphone
23. This allows you to choose the paper size, A5, A4, etc.  
\_\_\_\_\_ A. Word Count B. Amending C. Tables D. Alter Page Size
24. The amount of space between each line of text.  
\_\_\_\_\_ A. Word Wrap B. Alter Text Alignment C. Line Spacing D. Microphone