Word Processing Programs Worksheet---Find the answers in the PowerPoint presentation to fill in the blanks below.

**Highlight your answers with the yellow high lighter- MAKE THE TEXT BOLD AND CHANGE THE SIZE OF LETTERS TO 14 and make the text BOLD*!! SEE FIRST ANSWER AS EXAMPLE***

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**EXAMPLE**

1. **Word-processing programs** \_are used for creating and printing text documents. These programs have four functions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_shows where the text you type will appear. It moves as you type.
2. As you write, you might want to reread or \_\_\_\_\_\_\_\_\_\_\_\_\_\_ something you wrote earlier. That is made easy by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or using the mouse or keyboard to move through the document.
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_** automatically starts a new line, or “wraps” the text, when the current line is full.

1. When a page is full, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_feature automatically starts a new page.
2. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_feature fixes common spelling mistakes as they are typed.
3. The AutoRecover or **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** feature automatically saves a document as often as you want.
4. To change text already entered in a document, you must \_\_\_\_\_\_\_\_\_\_\_\_\_\_ it. Then you can delete it, move it, copy it, or change its formatting.
5. The ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_stores cut or copied text while you work.
6. The **\_\_\_\_\_\_\_\_\_\_\_\_** command inserts an item copied or cut to the Clipboard.
7. The **\_\_\_\_\_\_\_\_** command removes the selected text from a document and places it on the Clipboard.
8. The **\_\_\_\_\_\_\_\_\_\_\_** command places a duplicate of the selected text on the Clipboard.
9. Word-processing programs have commands that can undo or cancel an edit. If you delete a word by mistake, you can use the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_command to put it back. Many programs also have a **\_\_\_\_\_\_\_\_\_\_\_** command.
10. Most word-processing programs have a **\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** feature you can use to generate customized form letters, mailing labels, envelopes, and even e-mails.
11. You create a word-processing document that includes the content you want everyone to receive, then merge it with a **­­­­­­­­­­­­­­-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** of customized information, such as names and addresses.
12. Most word-processing programs have a \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_feature you can use to generate customized form letters, mailing labels, envelopes, and even e-mails.
13. You \_\_\_\_\_\_\_\_\_\_\_\_ a word-processing document that includes the content you want everyone to receive, then merge it with a **\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_** of customized information, such as names and addresses.
14. Word-processing programs include many preset formats, called **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. The program applies these formats­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, unless you change them.
15. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lets you change the look of letters.
16. \_\_\_\_\_\_\_\_\_\_ are text characters in a particular style and size.
17. You can change many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ formats, including alignment, line spacing, indentation, and \_\_\_\_\_\_\_.
18. In some word processors, a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is part of a document that contains specific format settings.
19. \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_affects how and where text is positioned on the page.
20. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (DTP) programs are used to create high-quality publications that look as if they were produced on a printing press.
21. The most important task is designing the document's **\_\_\_\_\_\_\_\_\_\_\_t**. A designer plans how each page will look by creating a **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**. This provides the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for all the pages to follow and sets the basic features of the document's look.
22. The columns on the master page create areas called **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. Frames are simply empty containers that will eventually hold text or graphics.
23. After the text has been \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, images can be added.
24. The document is then formatted by adjusting the use of space to make the page attractive and easy to read. Program tools make it easy to alter images, and can be used to \_\_\_\_\_\_\_\_the image, or \_\_\_\_\_\_\_\_\_ it to focus only on certain parts.
25. \_\_\_\_\_\_\_ (LETTERS) documents are often printed several times before they are finished.
26. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ text is an important function in word processing because once text is selected, it can be easily \_\_\_\_\_\_\_\_\_\_\_\_\_\_, moved, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, or given a special format.
27. Both \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ methods for performing actions such as selecting, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, copying, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are available so people can use the method they prefer.

**In the spaces give below- type out the keyboard shortcuts for action wanted**

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| --- | --- |
| **COMMAND TO DO** | **TYPE KEYBOARD SHORTCUT** |
| CUT THE ITEM AFTER HIGHLIGHTING  |  |
| PASTE THE ITEM |  |
| UNDO THE PREVIOUS ACTION |  |
| Select all items in a document or window. |  |
| PRINT THE DOCUMENT |  |
| **MAKE THE HIGHLIGHTED SELECTION BOLD** |  |
| **MAKE THE HIGHLIGHTED SELECTION UNDERLINED** |  |
| REDO AN ACTION |  |
| OPEN A NEW DOCUMENT IN THE PROGRAM YOU HAVE OPEN. |  |