

Name: _____

Ladyville Technical High School

Class: _____

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Information Communication Technology

1. The _____ temporarily store files.
2. A program that allows for the editing and typing of documents is called a _____
3. Document preparation and editing is known as: _____
4. The most commonly used word processor is: _____
5. The _____ contains buttons that allow you to save, undo and redo your last action
6. The _____ contain the different functions, tools and formatting options.
7. The three most common types of editing tools are: _____, _____ and _____.
8. The _____ option restores the last action of the user.
9. When the redo button is selected it _____ the deleted or removed data.
10. Delete and backspace are found on the _____ which is a peripheral of the computer system.