Information Communication Technology
1st Form
Graded Activity: _____/16 Marks

Word Processing Features

INSTRUCTIONS: Complete the table by inserting the correction feature with the description presented in the table.

WORD BANK			
Font	Tabs	Page break	Text alignment
Margins	Page numbers	Overtype mode	
Page setup	Word wrap	Insertion position	

Description of Feature	Feature
1. Short for tabulate. Are predefined positions across a page and may be used to line up text into neat columns.	
2. A force movement onto the start of a new page.	
3. Space between the edges of the paper and the text.	
4. A set of types of one particular face and size.	
5. Automatic page numbering means that the page numbers always remain correct even when text is added or deleted from a document.	
6. Text can be left aligned, centred, right aligned or fully justified.	
7. New character replaces the existing character at the insertion position.	
8. Most modern word processors give control to the user to modify the layout of the page. Orientation can be either portrait or landscape. Paper size may be adjusted to match the size of the paper used for printing.	

LIVEWORKSHEETS