Name		Date	

Year 8 ICT Homework 5

Key Words & Definitions – Microsoft Word Software

Task 1

Below are some key words and definitions that will be used in the new unit we are studying in lessons. To help you remember the word and definition, you are to write each one out twice in the table provided

Key Word	Definition
Mail Merge	This is a technique for creating many personalized letters or documents based on a template and a database of names and addresses.
Mail Merge	
Mail Merge	
Text	This is a term used to describe the words and characters on a page. The page can be paper or it can be electronic such as this page you are reading.
Text	
Text	
Spell Checker	This is an application that allows you to check your spelling against a dictionary that is part of the application
Spell Checker	
Spell Checker	

Find & Replace	This allows you to find specific text in a document and to change/ replace it with a designated word

Task 2-Recall Revision Questions (from last homework)

1. What is a word processor?
2. What do we mean by "edit"?
3. What do we mean by format?
4. What do these commands allow you to do?
Paste