

Name		Date	
------	--	------	--

**Year 8 ICT Homework 4**

**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

<b>Key Word</b>	<b>Definition</b>
Word Processor	A word processor allows users to write, edit and format text documents
Word Processor	
Word Processor	
Edit	The ability to change <b>text</b> by adding, deleting and rearranging letters, words, sentences and paragraphs
Edit	
Edit	
Format	The way in which something is arranged or set out on a document
Format	
Format	

Font	Font refers to a complete set of characters which include the letters, numbers and symbols all in a particular type and style.  Examples include Arial, Times New Roman, Comic Sans, Tahoma etc.
Font	
Font	

**Task 2 - Research Task Use the /Teach ICT glossary to help you**  
**<http://www.teach-ict.com/glossary>**

Find out what a mail merge is (look under M in the glossary)
A mail merge is ....

<b><u>Challenge Task</u></b> - In the space below sketch out a simple picture of how a mail merge works