

Word processor glossary

Block - a section of writing you have selected to format or move elsewhere.

Box - a rather ugly way of emphasising headings.

Centred - where you put the writing exactly in the middle of a line. Useful for headings and sub headings.

Change (Replace) - a feature which allows you to change any word or phrase to another. For example you can use it to change the name of a person called Fred to Frederick, all the way through your work. A useful feature in a longer piece of writing.

Copy - where you can copy a section of writing in the work to save you retyping it.

Cut - where you can remove a section of writing from the work. You may paste it back elsewhere in the work or even paste it into another program.

Find (Search) - to find a word or phrase. Useful for finding your place in a longer piece of writing.

Font - a feature which allows you to change the style of the letters from say, plain to decorative.

Format - where you can change the letter size, style or font.

Object - a strange but useful feature where you can place a photo, picture or graph on your page.

Paste - where you can replace a previously cut or copied section of writing back into the work.

Select - where you can choose a section of writing. For example, you might select a sentence to put it in a bolder type.

Size - where you can change the size of the lettering from small to large - for example, in headlines.

Style - where you can change the lettering style to bold, italic or bold and italic.

Tab - a special key on the keyboard which inserts a long space. It allows you to line up columns of words or numbers although the 'Table' feature does this better.

Underline - a rather dated way of emphasising headings and side headings.

