Spelling list: QEGS Information Technology 1

General Information Technology word list.

text	Click B to change the **text** to bold.
font	**Font** is the style or look of the letters, numbers and symbols.
case	In **case** of fire, don't use the elevator.
graphics	**Graphics** are drawings, pictures and designs.
orientation	**Orientation** is which way up the paper is, Portrait being tall and narrow, Landscape being short and wide.
alignment	**Alignment** means the lining up of text so that it starts in the same place.
format	**Format** is the general look, shape, size and style of a document.
header	The text at the top of a page that is repeated throughout every page of a document is called the Header. The Footer being the same but at the bottom of a page.
preview	Print **preview** allows the user to look at what will be printed.
menu	The **menu** bar is a special toolbar on screen showing a number of choices such as File, Edit and View.
tool	To fix the sink the plumber needed a better **tool** .
highlight	To **highlight** is to choose something by dragging a cursor across the text changing its colour and enabling changes to be made.
copy	Please send me a **copy** of your catalogue.
template	A **template** is a first document saved in a particular style, that can be used as a basis for other documents.
status	The **status** bar is a display at the bottom of the page showing what is going on as you work.