Name:	Date:

Unit title: Word processing

1	What is a keyboard?
A	An input device.
B	An output device.
C	Both an input and output device.

2	What text feature has been used to type the word *computer*?
A	Bold.
B	Italics.
C	Underline.

3	What does the enter button on a keyboard do?
A	Makes a space.
B	Starts a new line.
C	Moves the cursor back.

4	When would you use word processing software?
A	To create a newspaper report.
B	To program a robot.
C	To create a bar chart.

5	List when word processing software might be used and its advantages.

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