



font
type

highlight

font
colour

font size



select all

frame

copy

paste



insert

align left

align right

centre



sequence

graphics

scale
resize



database

field

file

record



classify

sort

bar

order



chart

simulation

attachment

e-mail



address
book

move

bold

address



**cut and
paste**

**find and
replace**

cut

spellcheck



paste

import

export

undo



scanner

save as

digital
camera

clipart



branch

questionnaire

line graph

pie chart



bar chart

procedure

repeat

pennup



pendown

clear

object

layer



and

or

accuracy

error



formula

cell

bias

spreadsheet



sum

calculate

switch
on

wait



switch
off

repeat

sensing
equipment

procedures



digital
readings

recording

datalogging

analogue
readings



hot spot

interactive

monitoring measuring



hyperlink

attach

hypertext

data



if...:

then...

until

audience



internet

index

bookmark

URL



string

search
engine