

Name: _____ Date: _____ Period: _____

KEYBOARD KEYS AND TERMS

S W C E R G C K C U T F T N E M U C O D W E N R
S P D X B B N T T B M Z E M E B H G C Y J L E A
F W B V K C W V R U H B A L I G N M E N T T U A
S O M L T L Q S L L H Q F Z T D D K J S N I U Z
E Q N K G F F B K L X Z N A I I R O P I S T I F
Q Z F T P G H X E E N R T P C E L A A F Q N D O
Q F M B S Y I M Y T D D K M T K C P P R E I R N
G W Y C O T X S Q S N N K N H E T L K A U O E T
I E M B O G Y A N A T S E R B A T F V M E P L S
N I K A B L A L W N H K K A M Y A U R M D N Y I
S V B C K C O F E D U Z R R F E B N A A I O J Z
E E X K O A D W A N Z I O U O K K C U R J I X E
R R W S I N E P O U F F L U S K E T G G S T E M
T P C P R H D G T M A V J F W C Y I E D H R N O
K T X A P S R B Y B R X I T E O U O Y N O E V D
E N E C N E J P E E R I V Y S L H N E A R S K I
Y I R E K A B U K R O W B F O S X K K G T N H F
A R X K W J E O E I W H G E V P L E T N C I K I
M P F E D B I X T N K O B Q E A Q Y F I U N S E
B C J Y Z Y B S E G E U O E G C P S I L T Q I R
O U Q M M O G T L S Y G E B D G Y X H L Y Q Q K
Z D W N B T O V E A S J B I T E R P S E T L O E
J B Z B H I P M D V P R I N T D B J S P I X E Y
W S X L J R K A V E A S E T Y P R X W S C S J S

BULLETS AND NUMBERING

SPELLING AND GRAMMAR

INSERTION POINT

FORMAT PAINTER

PRINT PREVIEW

MODIFIER KEYS

CAPS LOCK KEY

FUNCTION KEYS

BACKSPACE KEY

NEW DOCUMENT

FONT STYLE

ARROW KEYS

INSERT KEY

DELETE KEY

ALIGNMENT

FONT SIZE

SPACE BAR

ENTER KEY

SHIFT KEY

SHORTCUT

CTRL KEY

TAB KEY

PRINT

ZOOM

SAVE

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