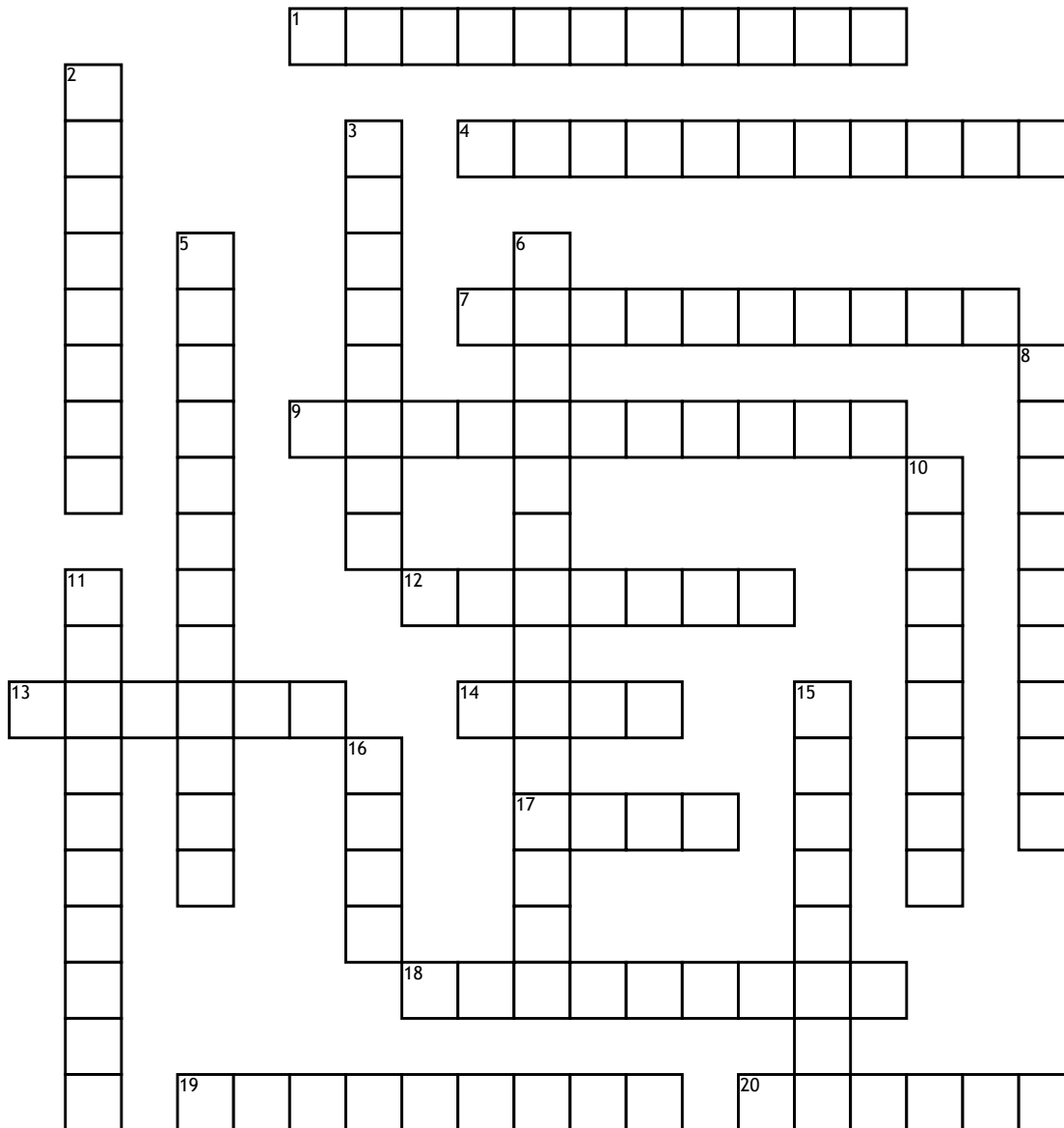


Keyboard Terms Part 2



Across

1. line spacing term, leaves one blank line space between printed lines of copy
 4. line spacing term, leave no blank space between printed lines of copy
 7. the process of arranging a document in proper form or style
 9. used to move the cursor to the end of the page
 12. a bar that contains short cut functions
 13. used to move the cursor to the end of a line or of the document depending on the software being used
 14. a listing of available software options that appears on a display screen
 17. a software function that records keystrokes on a disk so that the data may be retrieved later

18. used to move the cursor to the beginning of the page

19. used to add new text or spaces between existing text without re-keying the entire document
 20. a flashing line on the display screen which indicates where the next character of space can be entered

Down

2. used to return cursor to left margin and down to the next line; also, to enter system commands
 3. an arrangement of keys on a "board" that is attached to a computer
 5. special keys on computers that are used alone or in combination with other keys to perform special operations such as setting margins, centering copy, etc.

6. the act of writing, storing and printing letters, reports, and other documents on a computer

8. used to cancel a function or exit a program selection

10. A tool that automatically wraps text to the next line as it reaches the right margin.

11. a key used to give another set of commands. Control (ctrl) commands are commonly used shortcuts. For example, pressing Ctrl+S in many programs saves a document in the same fashion as selecting Save from the File menu.

15. used to save, print and close a document and to exit a program

16. A command that allows users to cancel or undo their last command or action.