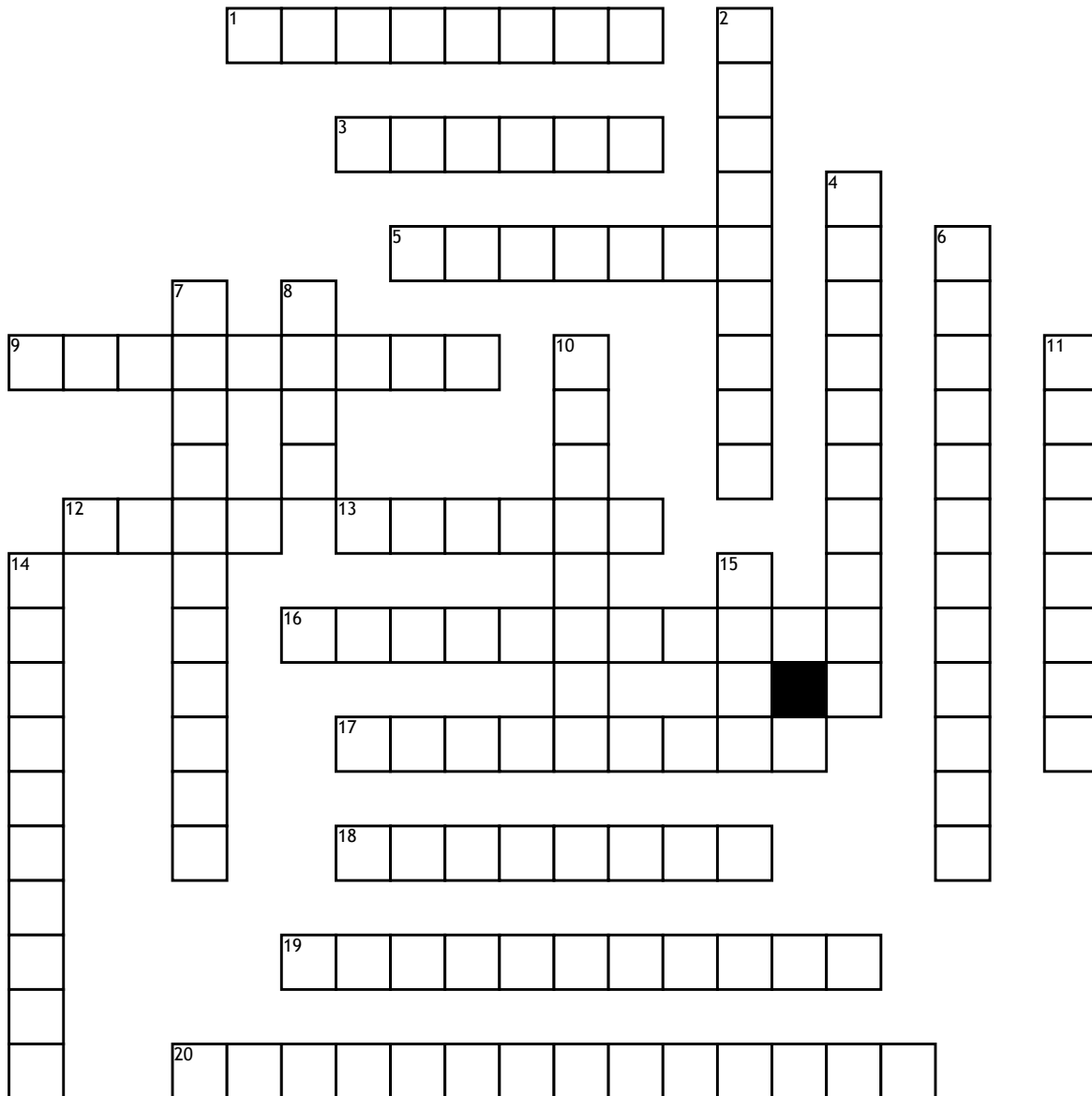


# Keyboard Terms Part 2



## Across

1. an arrangement of keys on a "board" that is attached to a computer  
 3. a flashing line on the display screen which indicates where the next character of space can be entered  
 5. a bar that contains short cut functions  
 9. used to cancel a function or exit a program selection  
 12. A command that allows users to cancel or undo their last command or action.  
 13. used to move the cursor to the end of a line or of the document depending on the software being used  
 16. line spacing term, leaves one blank line space between printed lines of copy

17. used to move the cursor to the beginning of the page  
 18. used to return cursor to left margin and down to the next line; also, to enter system commands  
 19. line spacing term, leave no blank space between printed lines of copy  
 20. the act of writing, storing and printing letters, reports, and other documents on a computer

## Down

2. used to add new text or spaces between existing text without re-keying the entire document  
 4. a key used to give another set of commands.  
 6. 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.

7. used to move the cursor to the end of the page  
 8. a listing of available software options that appears on a display screen  
 10. used to save, print and close a document and to exit a program  
 11. A tool that automatically wraps text to the next line as it reaches the right margin.  
 14. the process of arranging a document in proper form or style  
 15. a software function that records keystrokes on a disk so that the data may be retrieved later