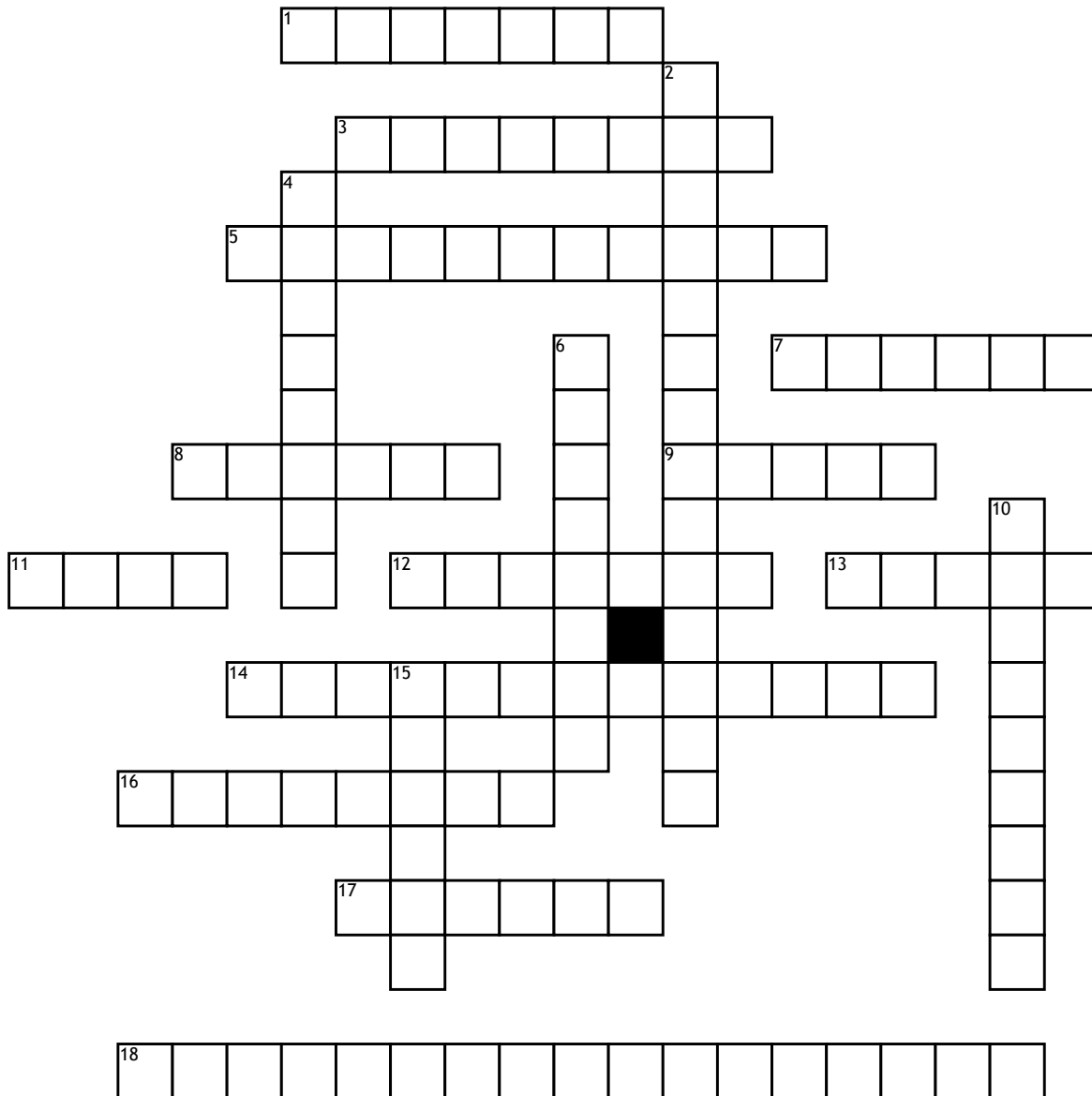


Keyboarding



Across

1. The way the typist sits; the way the arms, wrist, fingers, legs and feet are placed.
3. What are your home row keys?
5. To key by touch rather than by the hunt-and-peck method.
7. Must be off the keyboard and table.
8. Fingers should be _____.
9. What finger works the space bar?
11. Feet should be _____ on the floor.

12. Press to activate the numeric keyboard.

13. Used to move the cursor down a line.
14. Keys at the right side of the keyboard used to perform calculations.
16. Used to insert spaces between characters.
17. The most commonly used keyboard arrangement.
18. The number of keystrokes a typist can make in a timed period. (GWAM)

Down

2. Letter keys on the keyboard.
4. Arrangement of the keyboard, copy, mouse, and other materials on the desk.
6. Allows you to change the case of all of the letters you type to upper case.
10. The form and keying style that a typist uses while operating the keyboard.
15. Should be by your side when typing.