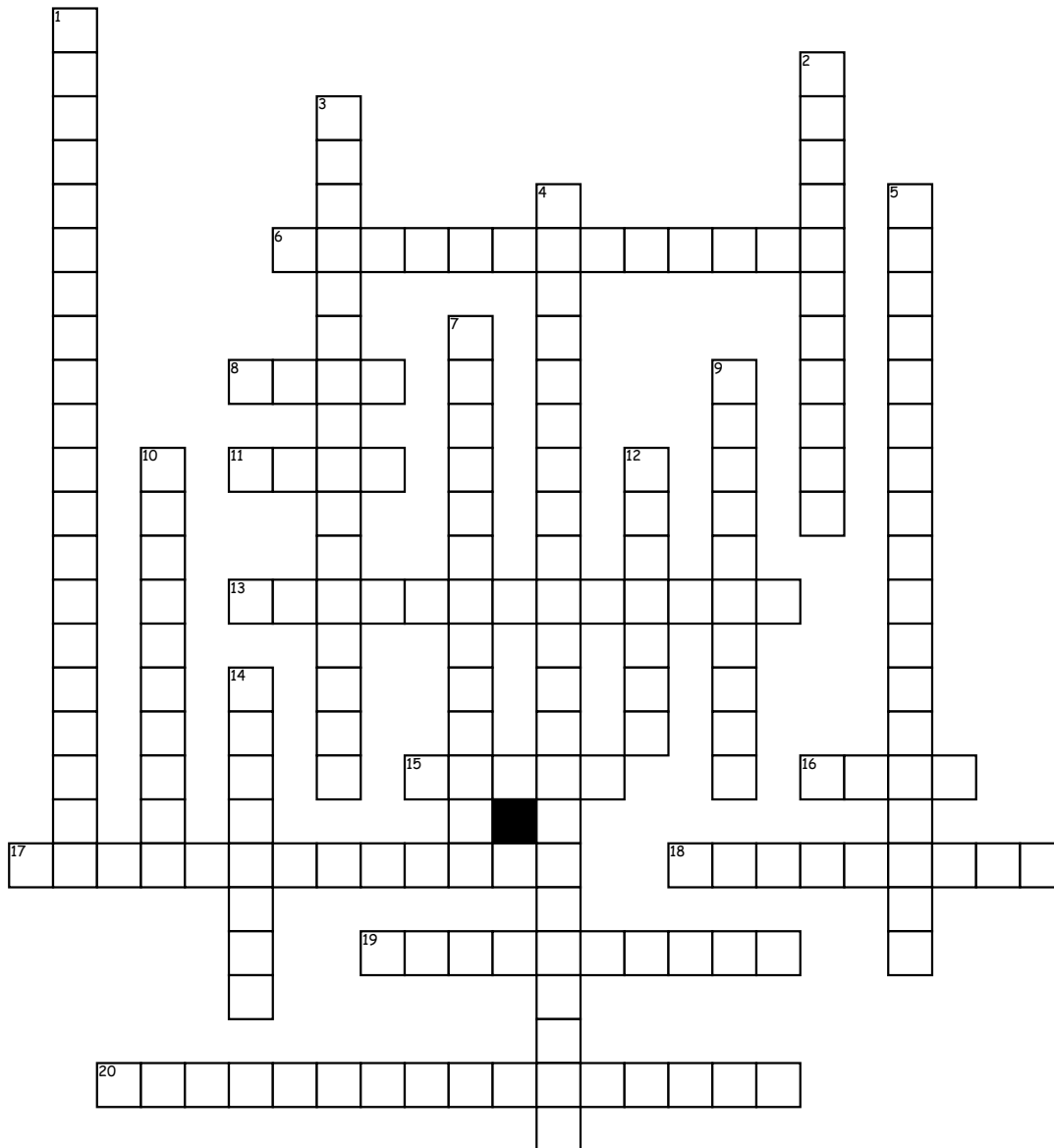


Keyboarding Apps Vocabulary Terms Review



Across

6. every line of this letter format starts flush with the left margin with a blank line between paragraphs; the address and signature

8. no punctuation following the salutation or the complimentary close

11. the paragraphs that make up the main message

13. the ending or the farewell of the letter

15. a punctuation style for letters in which there is a colon following the salutation/greeting and a comma following the complimentary close

16. Gross words a minute

17. the location to which correspondence is being sent

18. keyboard operator's form or keying style

19. the science of adapting equipment to the work and health needs of people

20. symbols used to indicate errors to be corrected when re-keying copy

Down

1. inflammatory disease that develops gradually and affects the wrist, hands, and forearms

2. all parts of a letter (including paragraphs) begin at the left margin

3. symbols used to indicate errors to be corrected when re-keying copy

4. result of repeated movement of a particular part of the body

5. indicates that another document is attached to a letter

7. directs your document to a certain person or department within a company

9. stationery that has information such as the company name, address, and telephone number

10. corrected copy to be keyed

12. the position of the body or a body part

14. degree of freedom from keying errors