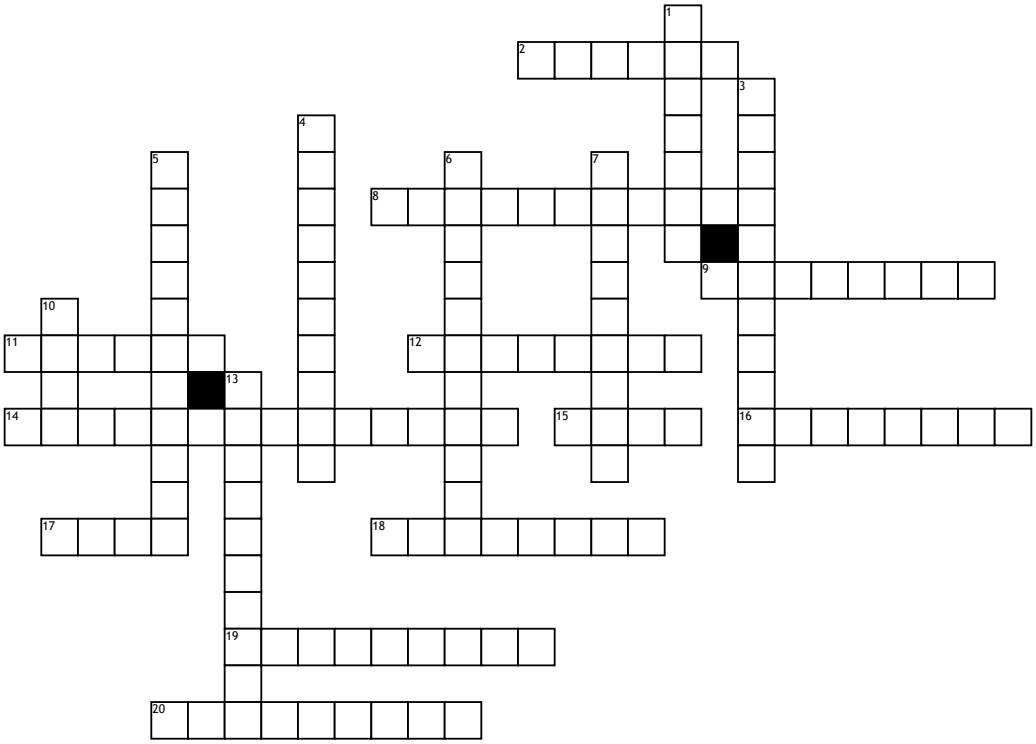
Name: _____ Date: _____

Keyboarding Terminology Part 2



Across

2. a flashing line on the display screen which indicates where the next character of space can be entered

8. line spacing term, leaves one blank line space between printed lines of copy

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

11. used to move the cursor to the end of a line or of the document depending on the software being used

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

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

15. a listing of available software options that appears on a display screen

16. used to return cursor to left margin and down to the next line; also, to enter system commands

17. a software function that records keystrokes on a disk so that the data may be retrieved later

18. an arrangement of keys on a "board" that is attached to a computer

19. used to add new text or spaces between existing text without re-keying the entire document

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

Down

1. a bar that contains short cut functions

3. used to move the cursor to the end of the page

4. 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

5. line spacing term, leave no blank space between printed lines of copy

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 cancel a function or exit a program selection

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

13. the process of arranging a document in proper form or style

Word Bank

keyboard	file menu	function key	page-down key	word processing
page-up key	save	insert key	formatting	escape key
cursor	double space	end key	menu	control key
tool bar	undo	enter key	single space	word wrap

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