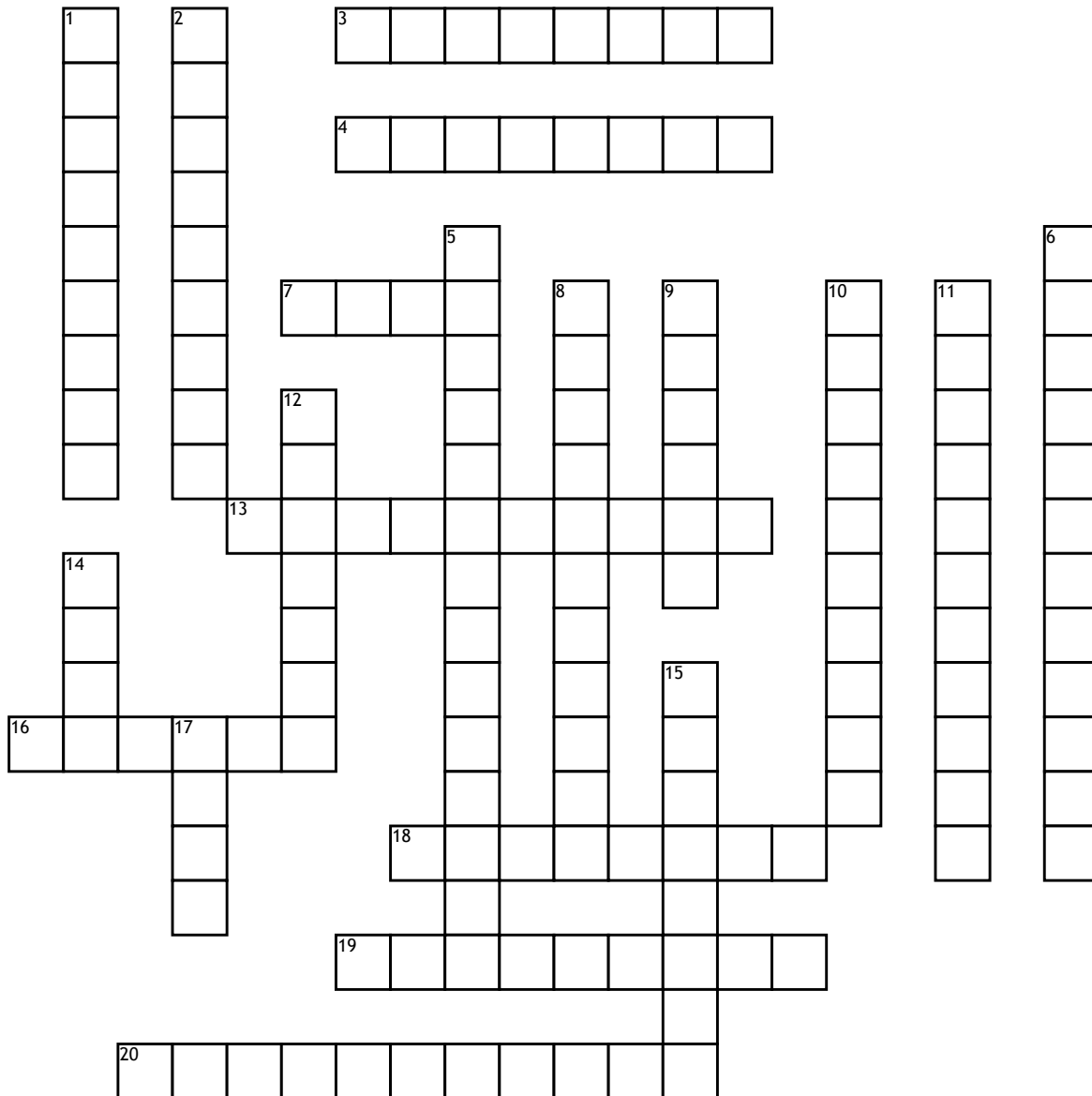


Keyboarding Terms Part 2



Across

3. an arrangement of keys on a "board" that is attached to a computer
 4. A tool that automatically wraps text to the next line as it reaches the right margin.
 7. a command that allows users to cancel or undo their last command or action.
 13. a key used to give another set of commands
 16. a flashing line on the display screen which indicates where the next character of space can be entered
 18. used to save, print and close a document and to exit a program
 19. used to move the cursor to the beginning of the page

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

Down

1. used to add new text or spaces between existing text without re-keying the entire document
 2. used to cancel a function or exit a program selection
 5. the act of writing, storing and printing letters, reports, and other documents on a computer
 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.
 8. line spacing term, leave no blank space between printed lines of copy
 9. used to move the cursor to the end of a line or of the document depending on the software being used

10. the process of arranging a document in proper form or style
 11. line spacing term, leaves one blank line space between printed lines of copy
 12. a bar that contains short cut functions
 14. a listing of available software options that appears on a display screen
 15. 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