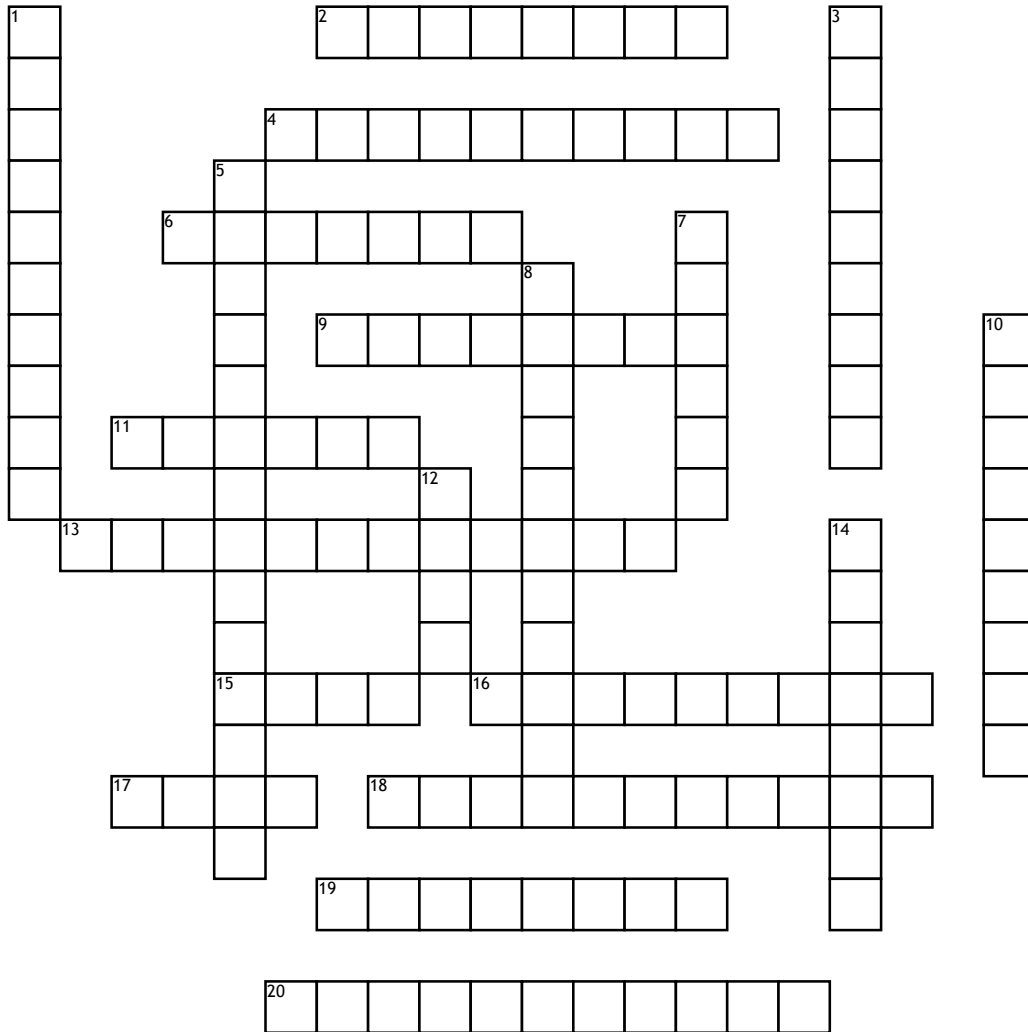


Keyboarding Terms Part 2



Across

2. used to return cursor to left margin and down to the next line; also, to enter system commands
 4. a key used to give another set of commands. Control (ctrl) commands are commonly used shortcuts.
 6. a bar that contains short cut functions
 9. an arrangement of keys on a "board" that is attached to a computer
 11. a flashing line on the display screen which indicates where the next character of space can be entered
 13. 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.
 15. a software function that records keystrokes on a disk so that the data may be retrieved later

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

17. keyboard

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

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

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

Down

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

3. 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.

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

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

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

10. 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.

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

Word Bank

page-up key

insert key

word processing

keyboard

single space

page-down key

tool bar

file menu

function keys

undo

word wrap

menu

formatting

control key

escape key

double space

end key

cursor

enter key

save