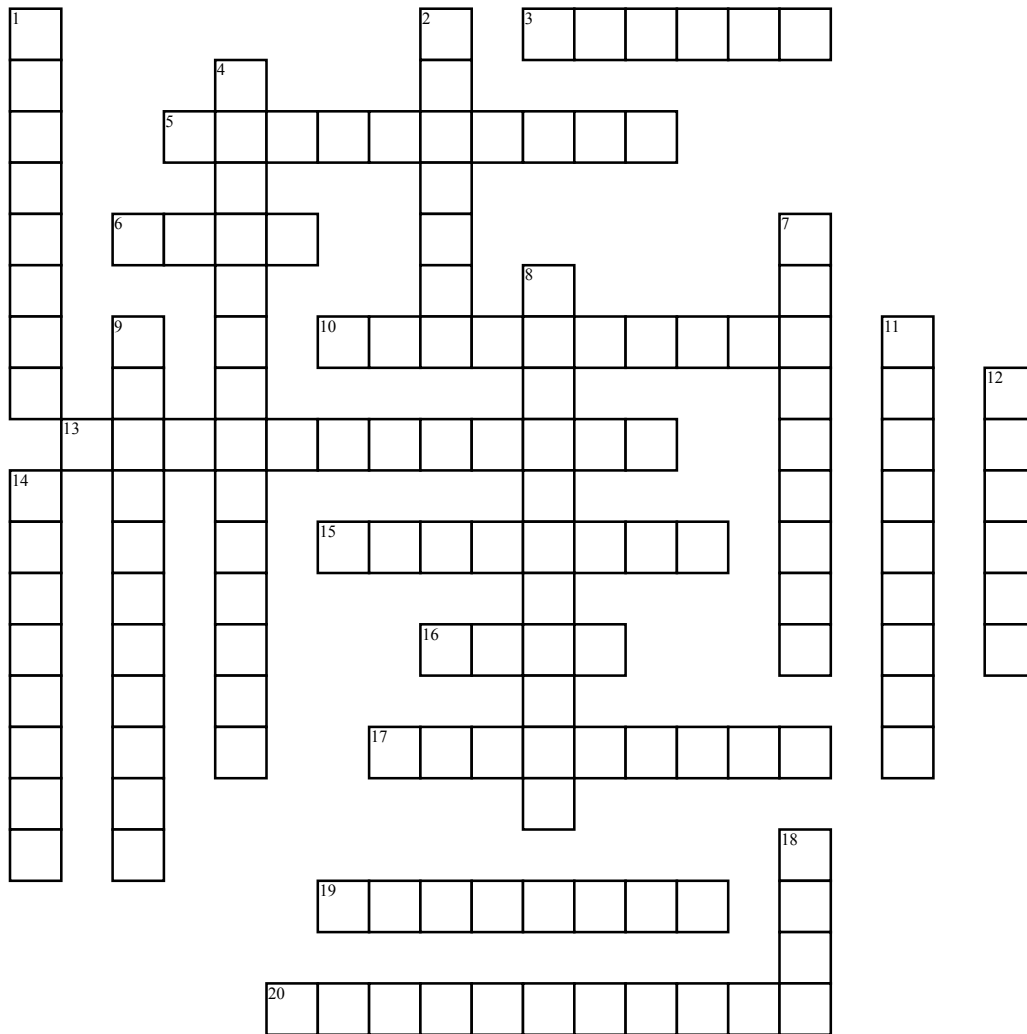


Keyboarding Terms part t



Across

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

5. 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.

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

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

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

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

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

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

2. a bar that contains short cut functions

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

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

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

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

11. used to cancel a function or exit a program selection

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

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

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

Word Bank

word wrap

save

keyboard

single space

formatting

enter key

insert key

double space

function keys

control key

cursor

page-up key

page-down key

word processing

menu

end key

escape key

file menu

undo

tool bar