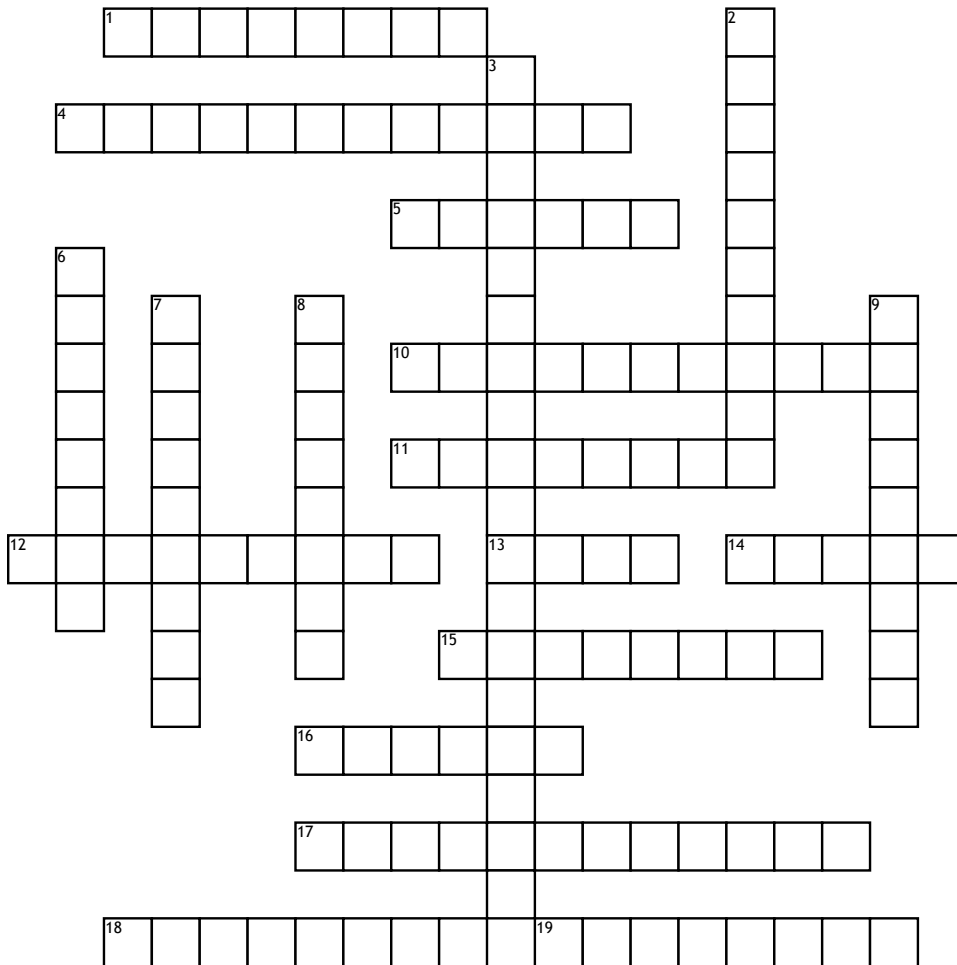


Keyboarding Unit 1 Vocabulary



Across

1. Inserts space between words and sentences
4. Special keys located at the top of the keyboard (F1, F2, F3, etc.) that are used alone or with the Ctrl, Alt, and Shift keys to execute software commands
5. Moves the insertion point to a preset position
10. Special keys that allow you to use the computer to perform specific functions
11. Makes capital letters and certain symbols when used with those keys
12. Deletes the character to the left of the insertion point

13. The number of standard words keyed in one minute (use the abbreviation)

14. Causes the insertion point to move to the left margin and down to the next line

15. The keys where you place your fingers to begin keying.

16. Removes the character to the right of the insertion point

17. Executes commands with other keys (Alt)

18. Programs and routines that control the functioning of a computer

19. Capitalizes all letters when locked down

Down

2. Executes commands with other key(s) (CTRL)

3. The correct seating position taught when developing typing skills

6. Causes text to move automatically to a new line when the current line is full

7. Moves the insertion point in the direction indicated by the arrow on each key

8. The physical parts of a computer system such as the monitor, keyboard, and the hard drive

9. Closes a software menu or dialog box