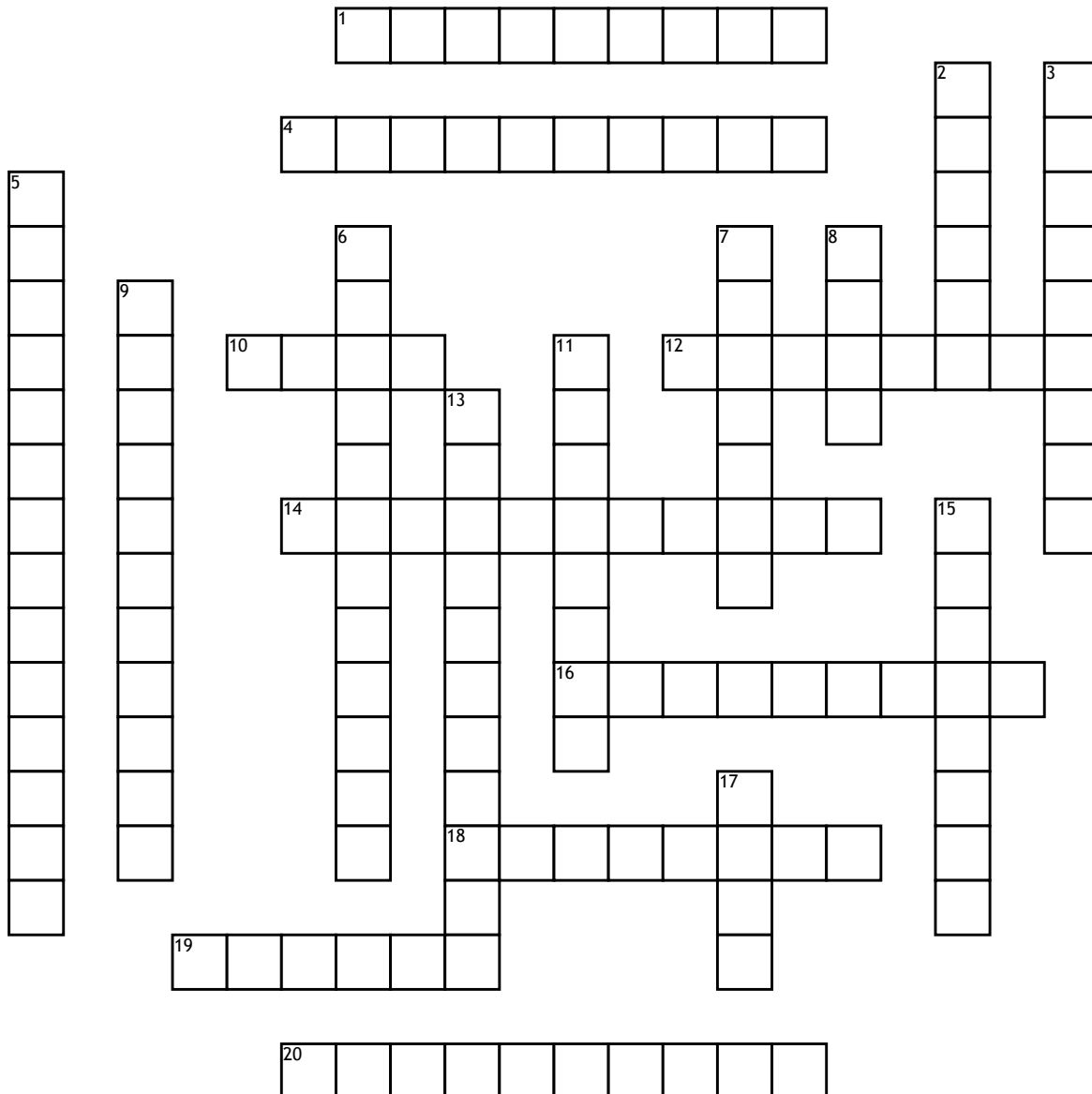


# Keyboarding terminology part 2



## Across

1. used to add new text or spaces between existing text without re-keying the entire document  
 4. the process of arranging a document in proper form or style  
 10. a listing of available software options that appears on a display screen  
 12. A tool that automatically wraps text to the next line as it reaches the right margin.  
 14. line spacing term, leave no blank space between printed lines of copy  
 16. used to cancel a function or exit a program selection  
 18. an arrangement of keys on a "board" that is attached to a computer  
 19. used to move the cursor to the end of a line or of the document depending on the software being used

20. 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.

## Down

2. a flashing line on the display screen which indicates where the next character of space can be entered  
 3. used to move the cursor to the beginning of the page  
 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

7. a bar that contains short cut functions

8. A command that allows users to cancel or undo their last command or action.  
 9. line spacing term, leaves one blank line space between printed lines of copy  
 11. used to return cursor to left margin and down to the next line; also, to enter system commands  
 13. used to move the cursor to the end of the page  
 15. used to save, print and close a document and to exit a program  
 17. a software function that records keystrokes on a disk so that the data may be retrieved later