

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Period: \_\_\_\_\_

# MS Computers Key Terms

K Y T H R S M R D E L A C S D R O W U I C D R P  
A U Q C H D C M L L V Y Q J U U G R J P Y M E S  
E S K Y J X U R H B J B T E N W H U P J Z M T L  
R P I T M I T L O F W G C I M A U G Z N J H T A  
B N N D Q H M V K L G T G R R Q K B I E A C E I  
E P U T E K W B L I L R E D P A X G U J A A L T  
G R Y N J H C E W C A I P F M D R Z Q H T E S I  
A O I L Z Y E Q S M X A N N X A K P O N X R S N  
P O S K V M O A E D G C B G M L A M I Z U N E I  
T F B M S Z N D D E H F P M U R E O I D L O N E  
F R A U K A I T B I G C O M A K P O E E K I I C  
O E H K L S L R D T N T O G E N F F E S N T S N  
S A I R C L E G L N T G R Y O B A O I C G A U E  
Y D B M I A E J O O N A S I M U M C C N L N B R  
Y E U R K I W T B D P V T F L W U P I L E I L E  
T R H N E N R I S H K R B T U N G T X Y T M A F  
O S N U M E R I C K E Y P A D W I I A G T I N E  
P M W Z V O W E F S H M K D D D H T R X E R O R  
M A I P Z Y Q S N M I R P L E R Z A H Q R C S A  
A R D M F I J I H X O Z H G S T X L C V H S R D  
R K E S E T U N I M A N C H O R M I S C E I E N  
G S Y M M A B M T J Q E K K H J E C D R A D P E  
I W U N Z H T N U O C D R O W C E O O H D E K G  
N T J E U H Y P B U S I N E S S L E T T E R T A

personal business letter  
numeric key pad  
business letter  
top margin  
scrolling  
default  
italic

discrimination reach  
insertion point  
bottom margin  
word scale  
home keys  
minutes  
agenda

reference initials  
soft page break  
side headings  
word count  
paragraph  
bullets  
bold

proofreaders marks  
hard page break  
side margin  
letterhead  
editing  
anchor