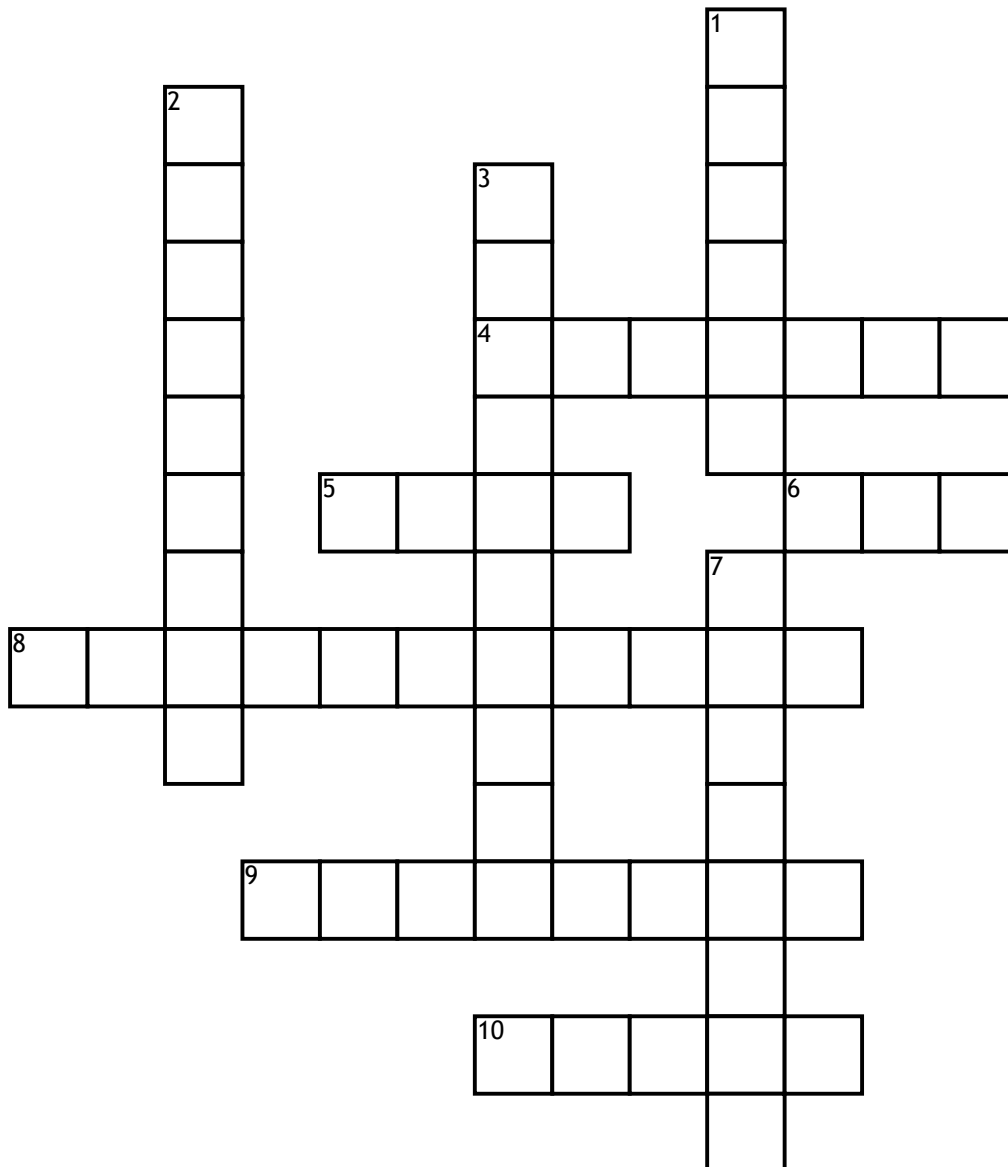


Technique



Across

4. The way the typist sits; the way the typist's arms, wrists, fingers, legs and feet are placed

5. The number of keystrokes a typist can make in a timed period; can calculate by dividing the total number of standard words keyed by the number of minutes that the typist was timed.

6. Five characters or any combination of five characters and spaces.

8. To key by touch rather than by the hunt-and-peck method

9. Used to insert spaces between characters.

10. Used to move the cursor down a line

Down

1. The most commonly used keyboard arrangement.

2. The form and keying style that a typist uses while operating the Keyboard

3. Letter keys on the keyboard

7. Arrangement of the keyboard, copy, mouse, and other materials on the desk