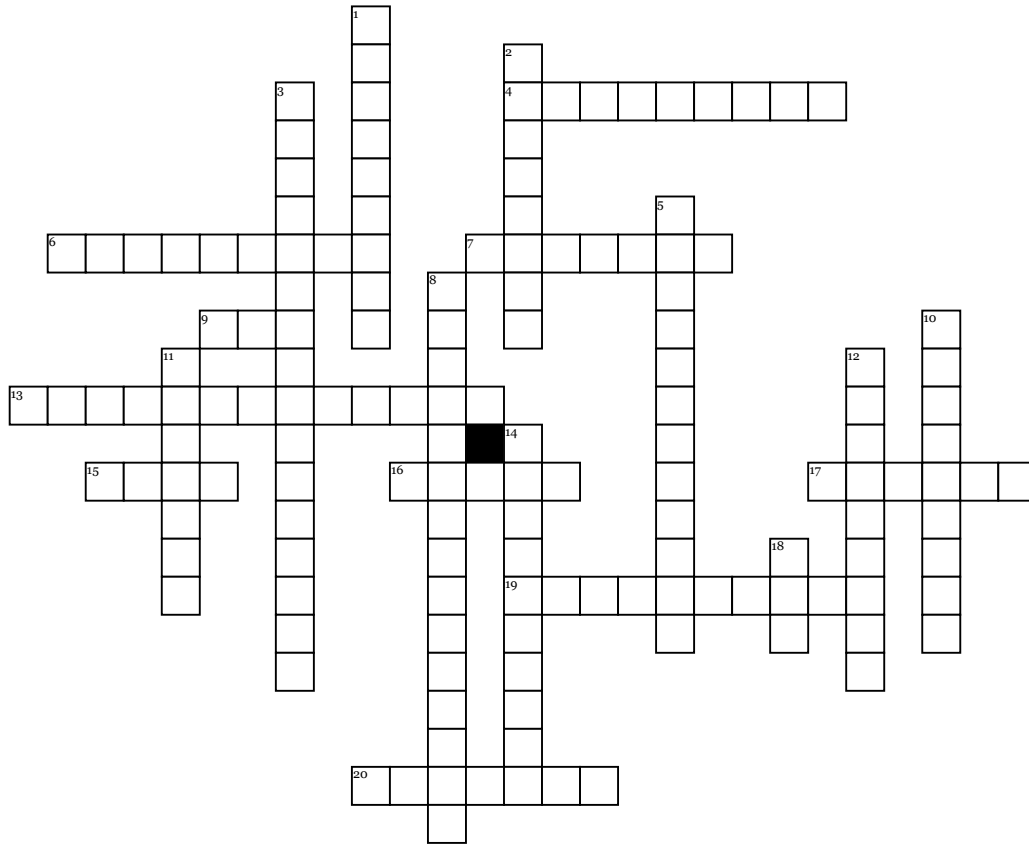


Touch systems Data Entry



Across

- 4. a straight line of text on the left-hand side of the page
- 6. a key that erases the first character (a character is numbers and letters on keyboard and also ;',:,'')behind it
- 7. vertical group of values (verticals are up and down)
- 9. central processing unit
- 13. printers and gps's are types of....
- 15. facts and statistics collected together for reference or analysis
- 16. A communications system that transmits and receives

- 17. the middle of align left and align right to achieve text in the middle
- 19. any lock key examples (caps lock scroll lock)
- 20. an instrument or device used for observing, checking, or keeping a continuous record of a process or quantity.

Down

- 1. buttons on a computer keyboard that are designated to move the cursor in a specified direction.
- 2. a button on the keyboard that changes all character to uppercase until touched again

- 3. the keys on a computer that consist of letters or numbers
- 5. a keyboard or mouse are a type of....
- 8. one of eight keys for "asdf" or "jkl"
- 10. is used to capitalize letters and alternate characters
- 11. an explanation or rationale for something to make it seem ok
- 12. is abbreviated by INS
- 14. a straight line of text on the right-hand side of the page
- 18. row is horizontal that in table it contains values

Word Bank

- | | | | |
|----------------|-------------------|-------------|-------------------|
| Align right | Monitor | Number Lock | Insert Key |
| Row | Caps Lock | Align left | Shift Keys |
| Columns | Cells | CPU | Backspace |
| Output Devices | Home Key Postions | Arrow keys | Data |
| Input Devices | Justify | Center | Alphanumeric Keys |