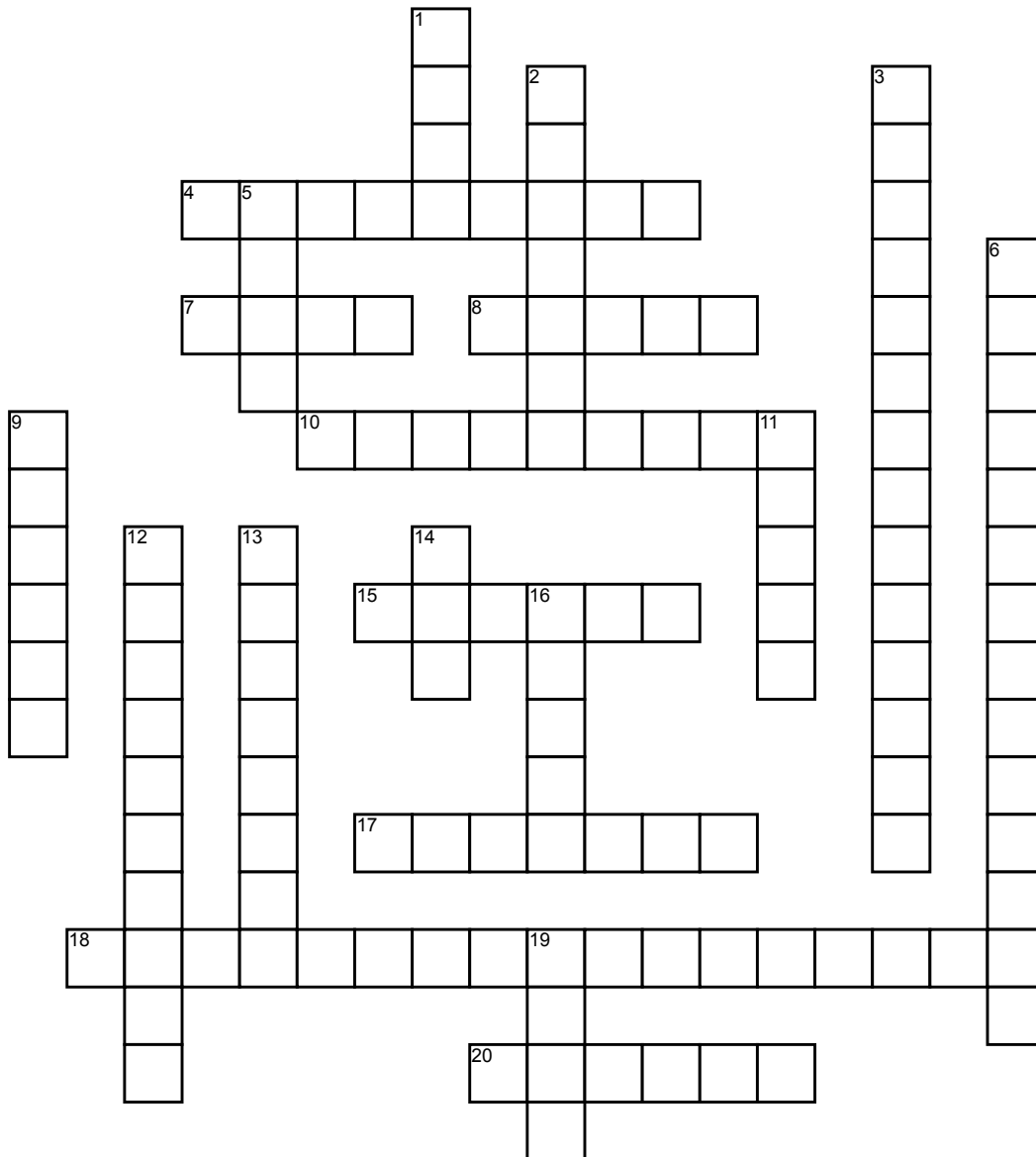


keyboarding



Across

4. How many LETTERS are there on your keyboard?

7. to return the insertion point to the left margin and move it down to the next line, strike ENTER; this is called a(n) _____ return.

8. When you key, you should keep your wrists low and slightly touching the keyboard (true or false)

10. Which of the following spacing rules about periods is CORRECT?

15. What is the name of the keyboard that you are using?

17. What does Ctrl stand for on your keyboard?

18. which finger do you use to strike ENTER key?

20. when you key, you should keep your fingers _____ and upright over the keys.

Down

1. Which hand rests on ASDF?

2. how much space should be left between a figure and the % sign?

3. to release CAPS LOCK

5. at the end of a full line, the copy and insertion point move to the next line automatically; this is called word _____.

6. Which of the following is NOT a proper keyboarding technique?

9. Which finger do you use to type the letter K?

11. how many home row keys are there?

12. Which of the following statements regarding colon use is CORRECT?

13. tabs are usually set every _____ to the right of the left margin.

14. When a drill or exercise directs you to double space, how many hard returns should you use?

16. Which hand rests on JKL; ?

19. when you key, your textbook should be placed behind or at the side of the keyboard (true or false)