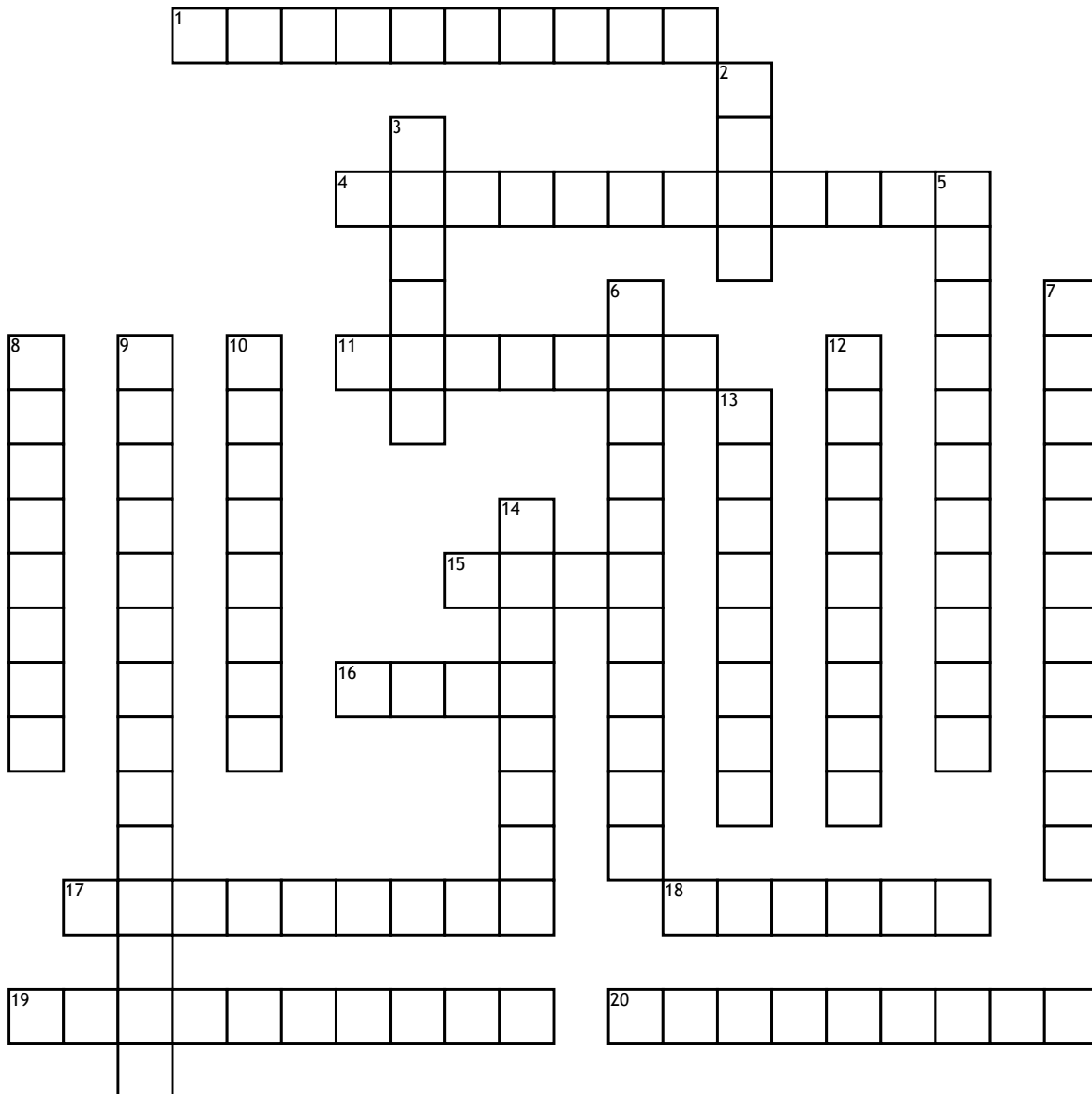


# keyboarding crossword puzzle



## Across

1. the process of arranging a document in proper form or style
4. special keys on computers that are used alone or in combination with other keys
11. a bar that contains short cut functions
15. A command that allows users to cancel or undo their last command or action.
16. a software function that records keystrokes on a disk so that the data may be retrieved later
17. used to cancel a function or exit a program selection
18. used to move the cursor to the end of a line or of the document depending on the software being used

19. control key a key used to give another set of commands

20. used to move the cursor to the beginning of the page

## Down

2. a listing of available software options that appears on a display screen
3. a flashing line on the display screen which indicates where the next character of space can be entered
5. line spacing term, leave no blank space between printed lines of copy
6. used to move the cursor to the end of the page
7. line spacing term, leaves one blank line space between printed lines of copy
8. A tool that automatically wraps text to the next line as it reaches the right margin.

9. the act of writing, storing and printing letters, reports, and other documents on a computer
10. an arrangement of keys on a "board" that is attached to a computer
12. used to add new text or spaces between existing text without re-keying the entire document
13. used to save, print and close a document and to exit a program
14. used to return cursor to left margin and down to the next line; also, to enter system commands