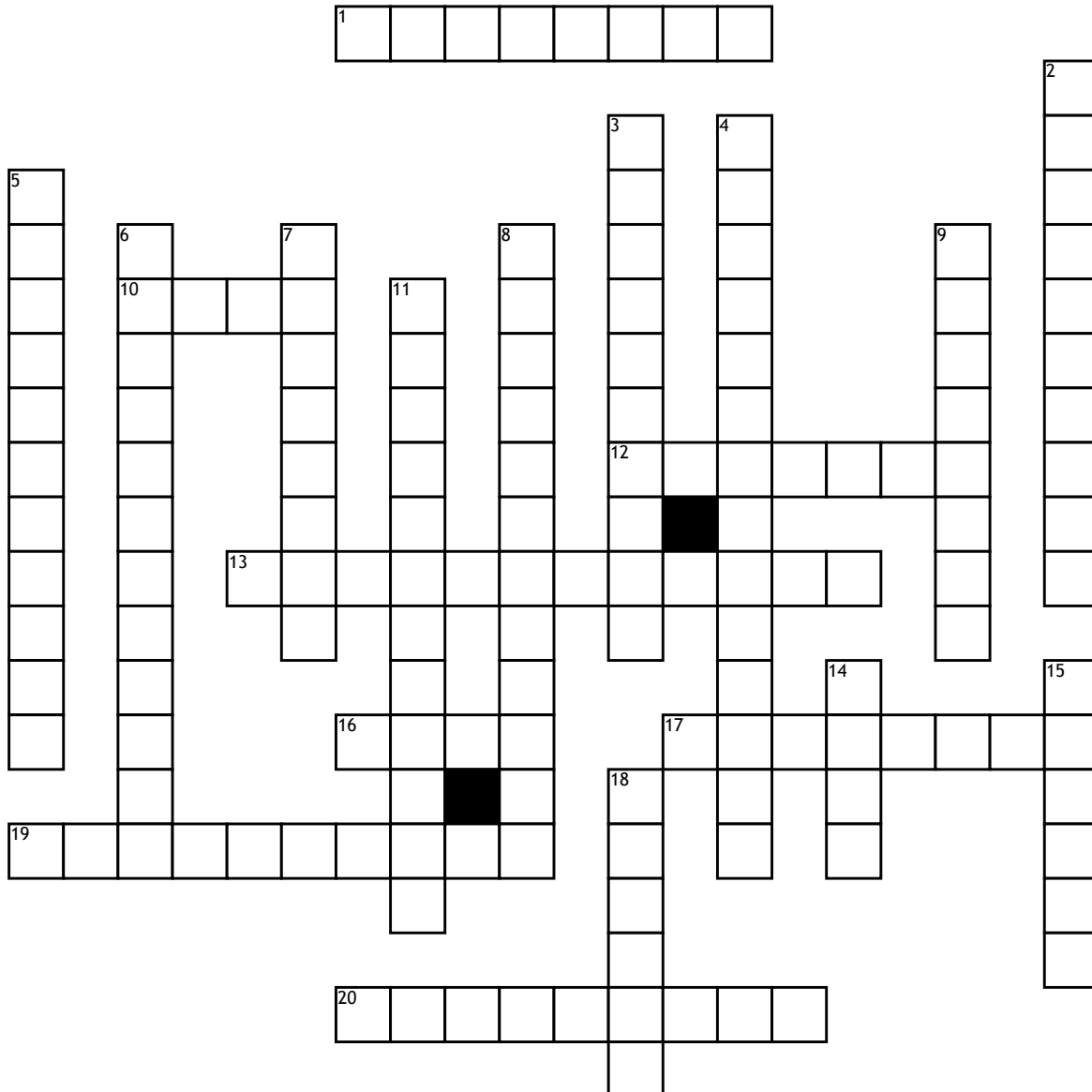


# keyboarding terms part 2



## Across

1. an arrangement of keys on a "board" that is attached to a computer  
 10. A command that allows users to cancel or undo their last command or action.  
 12. a bar that contains short cut functions  
 13. used to move the cursor to the end of the page  
 16. a software function that records keystrokes on a disk so that the data may be retrieved later  
 17. used to save, print and close a document and to exit a program  
 19. used to add new text or spaces between existing text without re-keying the entire document

20. used to cancel a function or exit a program selection

## Down

2. a key used to give another set of commands. Control (ctrl) commands are commonly used shortcuts. For example, pressing Ctrl+S in many programs saves a document in the same fashion as selecting Save from the File menu.  
 3. the process of arranging a document in proper form or style  
 4. the act of writing, storing and printing letters, reports, and other documents on a computer  
 5. line spacing term, leaves one blank line space between printed lines of copy  
 6. special keys on computers that are used alone or in combination with other keys to perform special operations such as setting margins, centering copy, etc.

7. A tool that automatically wraps text to the next line as it reaches the right margin.

8. special keys on computers that are used alone or in combination with other keys to perform special operations such as setting margins, centering copy, etc.  
 9. used to return cursor to left margin and down to the next line; also, to enter system commands  
 11. line spacing term, leave no blank space between printed lines of copy  
 14. a listing of available software options that appears on a display screen  
 15. a flashing line on the display screen which indicates where the next character of space can be entered  
 18. used to move the cursor to the end of a line or of the document depending on the software being used