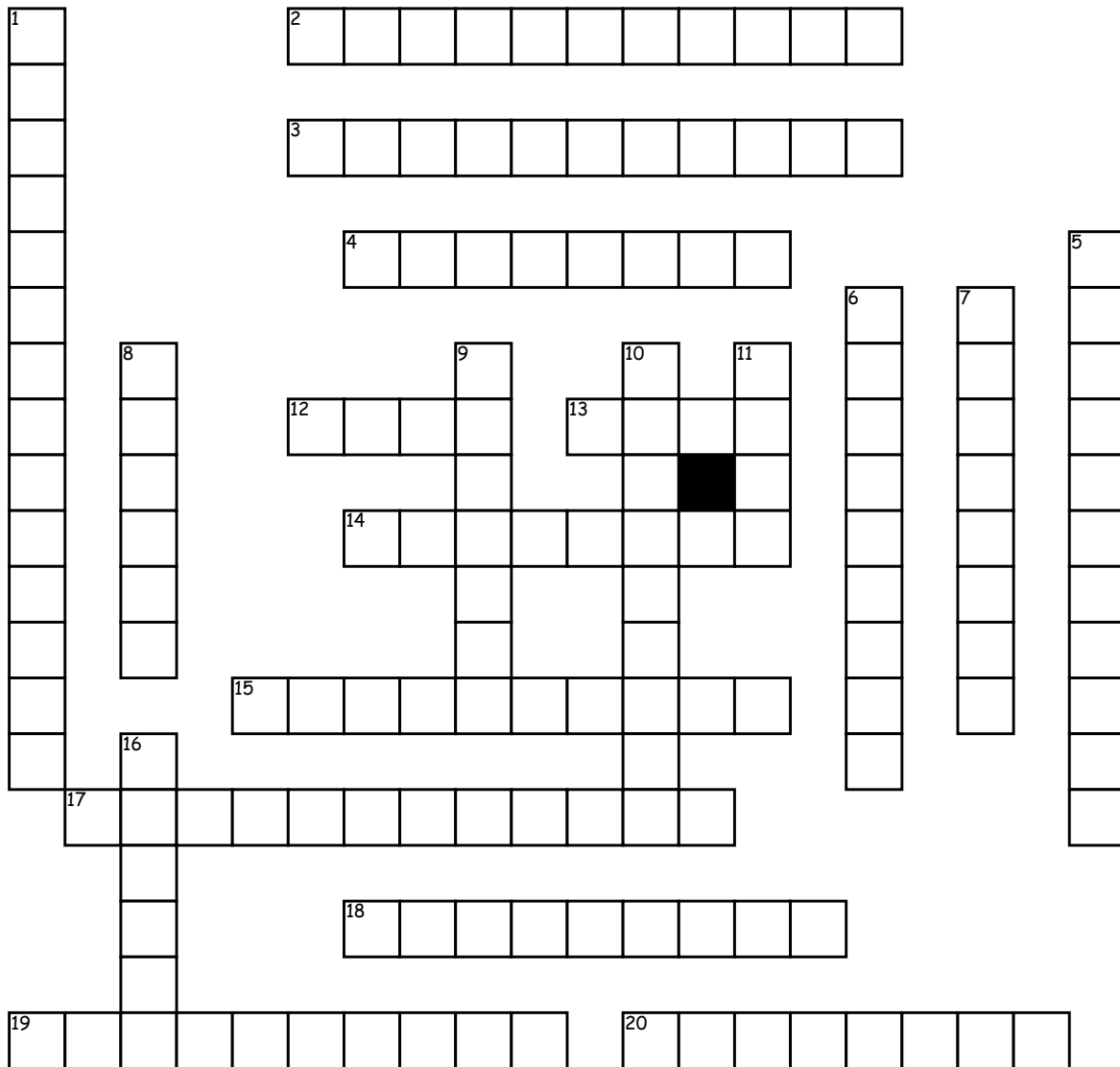


keyboarding terms part 2



Across

- 2. line spacing term, leave no blank space between printed lines of copy
- 3. line spacing term, leaves one blank line space between printed lines of copy
- 4. used to return cursor to left margin and down to the next line; also, to enter system commands
- 12. A command that allows users to cancel or undo their last command or action.
- 13. a software function that records keystrokes on a disk so that the data may be retrieved later
- 14. used to save, print and close a document and to exit a program
- 15. 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.

- 17. 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.
- 18. used to cancel a function or exit a program selection
- 19. the process of arranging a document in proper form or style function keys 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.
- 20. A tool that automatically wraps text to the next line as it reaches the right margin.

Down

- 1. the act of writing, storing and printing letters, reports, and other documents on a computer
- 5. used to move the cursor to the end of the page

- 6. used to add new text or spaces between existing text without re-keying the entire document
- 7. an arrangement of keys on a "board" that is attached to a computer
- 8. used to move the cursor to the end of a line or of the document depending on the software being used
- 9. a bar that contains short cut functions
- 10. used to move the cursor to the beginning of the page
- 11. a listing of available software options that appears on a display screen
- 16. a flashing line on the display screen which indicates where the next character of space can be entered