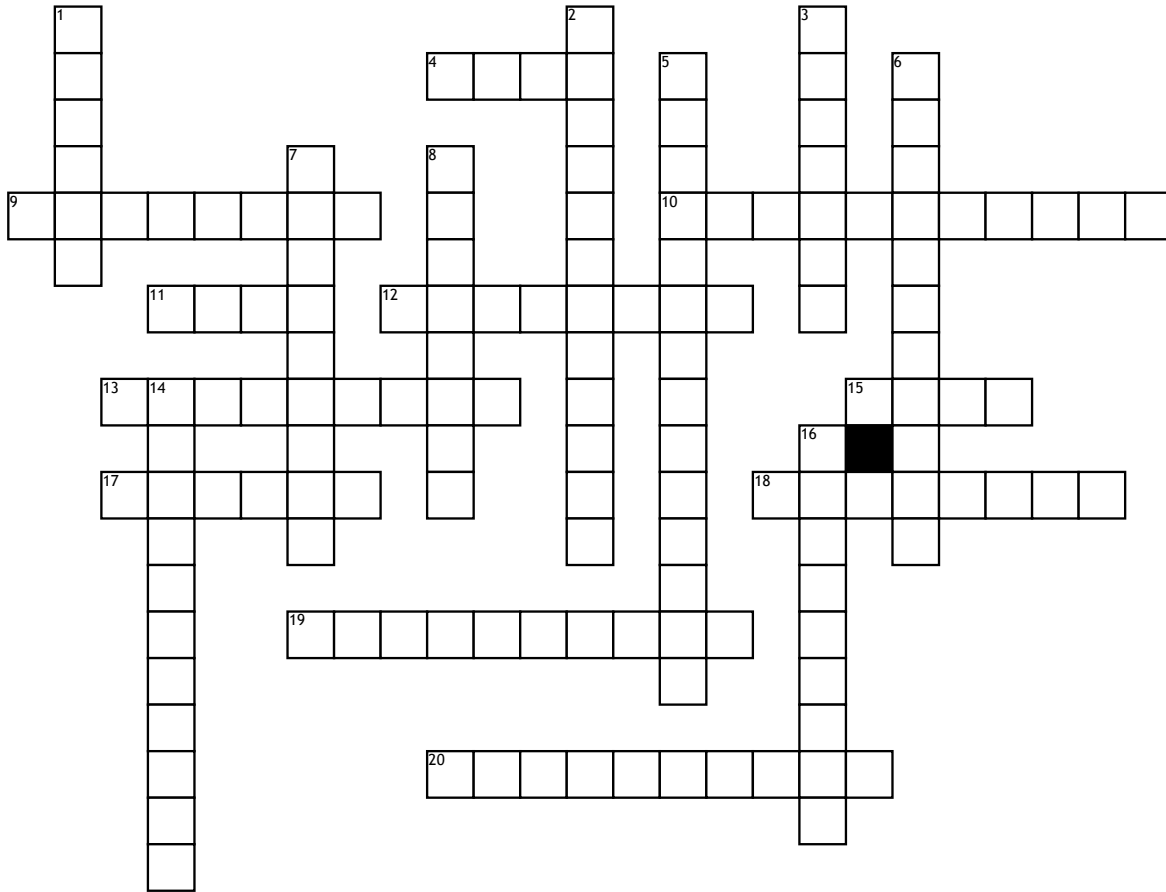Name: _____   Date: _____

keyboarding terms pt.2

Across

4. a listing of available software options that appears on a display screen

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

10. line spacing term, leaves one blank line space between printed lines of copy

11. a software function that records keystrokes on a disk so that the data may be retrieved later save line spacing term, leave no blank space between printed lines of copy single space

12. an arrangement of keys on a "board" that is attached to a computer

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

15. A command that allows users to cancel or undo their last command or action. undo the act of writing, storing and printing letters, reports, and other documents on a computer word processing

17. used to move the cursor to the end of a line or of the document depending on the software being used

18. used to return cursor to left margin and down to the next line; also, to enter system commands

19. the process of arranging a document in proper form or style

20. 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.

Down

1. a flashing line on the display screen which indicates where the next character of space can be entered

2. 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.

3. a bar that contains short cut functions

5. the act of writing, storing and printing letters, reports, and other documents on a computer

6. used to move the cursor to the end of the page

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

8. used to save, print and close a document and to exit a program file menu the process of arranging a document in proper form or style formatting

14. line spacing term, leave no blank space between printed lines of copy

16. used to add new text or spaces between existing text without re-keying the entire document