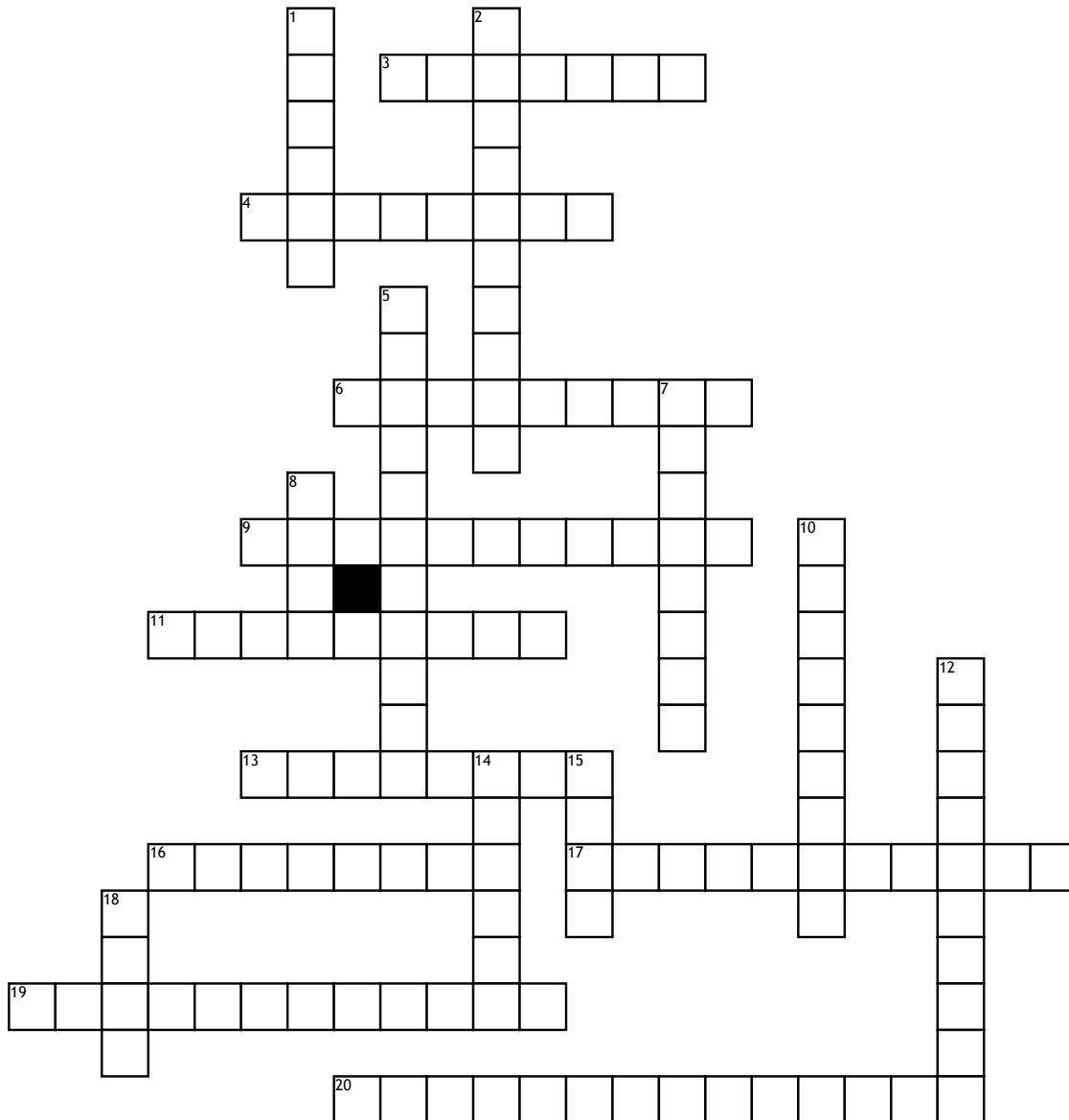


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Caleb's Keyboarding Terms Part 2



## Across

3. a bar that contains short cut functions  
 4. A tool that automatically wraps text to the next line as it reaches the right margin.  
 6. used to add new text or spaces between existing text without re-keying the entire document  
 9. used to move the cursor to the end of the page  
 11. used to move the cursor to the beginning of the page  
 13. used to save, print and close a document and to exit a program  
 16. an arrangement of keys on a "board" that is attached to a computer  
 17. line spacing term, leaves one blank line space between printed lines of copy

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

## Down

1. a flashing line on the display screen which indicates where the next character of space can be entered  
 2. a key used to give another set of commands. Control (ctrl) commands are commonly used shortcuts  
 5. line spacing term, leave no blank space between printed lines of copy  
 7. used to return cursor to left margin and down to the next line; also, to enter system commands

8. a software function that records keystrokes on a disk so that the data may be retrieved later  
 10. used to cancel a function or exit a program selection  
 12. the process of arranging a document in proper form or style  
 14. used to move the cursor to the end of a line or of the document depending on the software being used  
 15. A command that allows users to cancel or undo their last command or action.  
 18. a listing of available software options that appears on a display screen