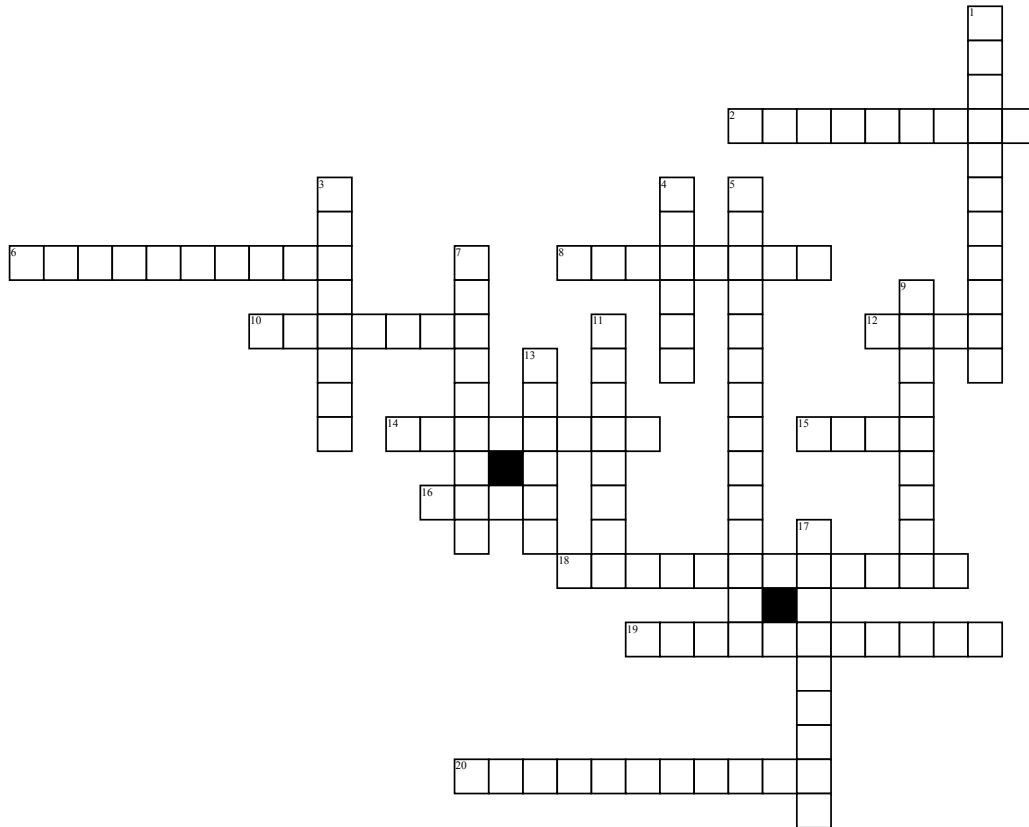


Ison's Keyboarding terms two



Across

- 2. used to cancel a function or exit a program selection
- 6. 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.
- 8. A tool that automatically wraps text to the next line as it reaches the right margin.
- 10. a bar that contains short cut functions
- 12. a software function that records keystrokes on a disk so that the data may be retrieved later
- 14. used to return cursor to left margin and down to the next line; also, to enter system commands
- 15. a listing of available software options that appears on a display screen

- 16. A command that allows users to cancel or undo their last command or action.
- 18. 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.
- 19. line spacing term, leave no blank space between printed lines of copy
- 20. line spacing term, leaves one blank line space between printed lines of copy

Down

- 1. used to move the cursor to the end of the page
- 3. an arrangement of keys on a "board" that is attached to a computer
- 4. used to move the cursor to the end of a line or of the document depending on the software being used

- 5. the act of writing, storing and printing letters, reports, and other documents on a computer
- 7. the process of arranging a document in proper form or style
- 9. used to move the cursor to the beginning of the page
- 11. used to save, print and close a document and to exit a program
- 13. a flashing line on the display screen which indicates where the next character of space can be entered
- 17. used to add new text or spaces between existing text without re-keying the entire document

Word Bank

- | | | | | |
|-----------------|------------|--------------|---------------|---------------|
| enter key | Insert key | Key Board | Formating | Menu |
| Undo | end key | Double Space | Page Up Key | Word Wrap |
| Word processing | Save | Tool Bar | cursor | Control Key |
| Single Space | escape key | File Menu | Function Keys | Page Down Key |