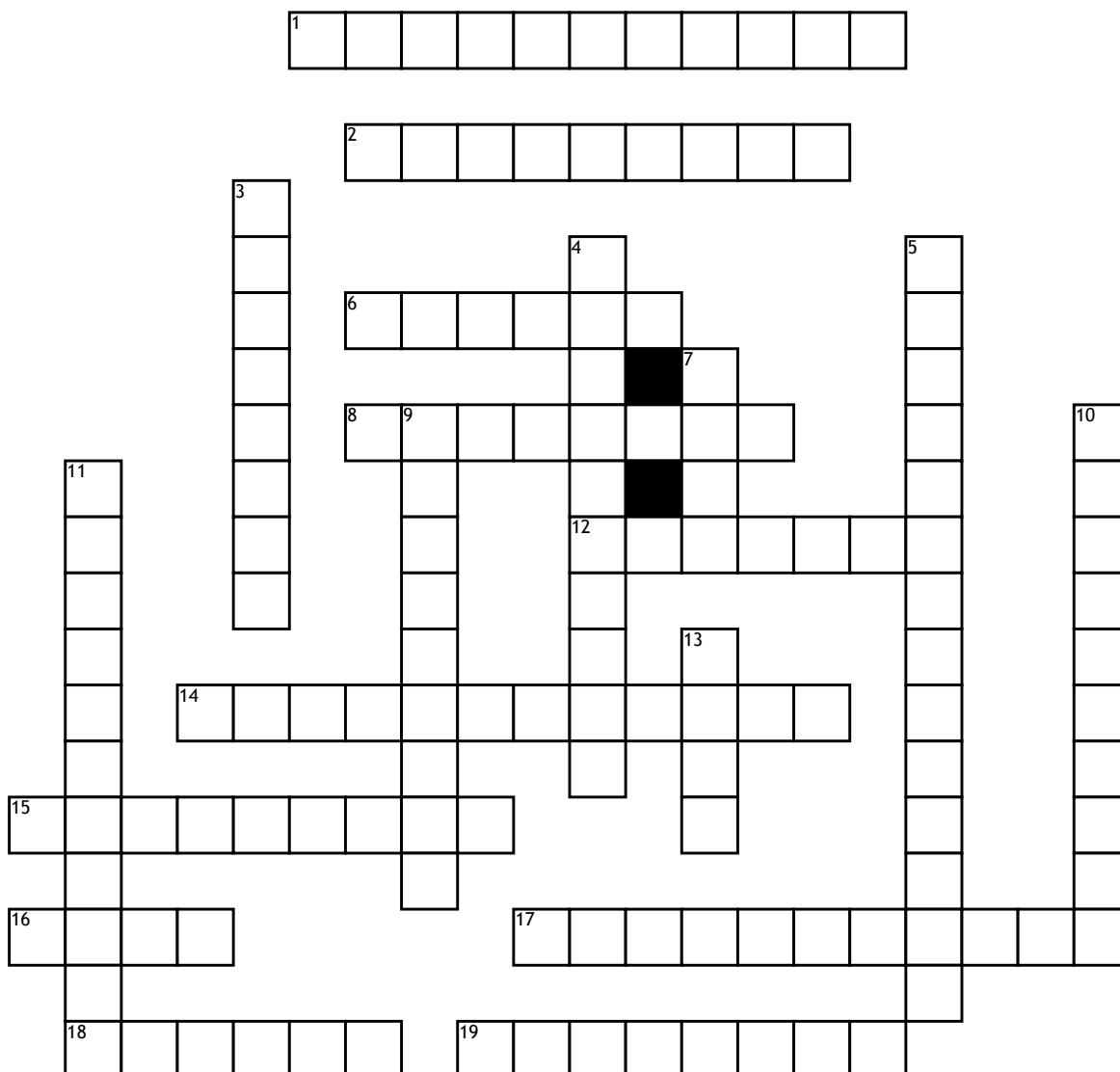


# Kaitlyn's Keyboarding Terms Part 2



## Across

1. line spacing term, leaves one blank line space between printed lines of copy
2. used to move the cursor to the beginning of the page
6. a flashing line on the display screen which indicates where the next character or space can be entered
8. used to save, print and close a document and to exit a program
12. a bar that contains short cut functions
14. 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.
15. used to cancel a function or exit a program selection

16. a software function that records keystrokes on a disk so that the data may be retrieved later
17. used to move the cursor to the end of the page
18. used to move the cursor to the end of a line or of the document depending on the software being used
19. used to return cursor to left margin and down to the next line; also, to enter system commands

## Down

3. an arrangement of keys on a "board" that is attached to a computer
4. the process of arranging a document in proper form or style
5. the act of writing, storing and printing letters, reports, and other documents on a computer

7. A command that allows users to cancel or undo their last command or action.

9. used to add new text or spaces between existing text without re-keying the entire document
10. 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.
11. line spacing term, leave no blank space between printed lines of copy
13. a listing of available software options that appears on a display screen