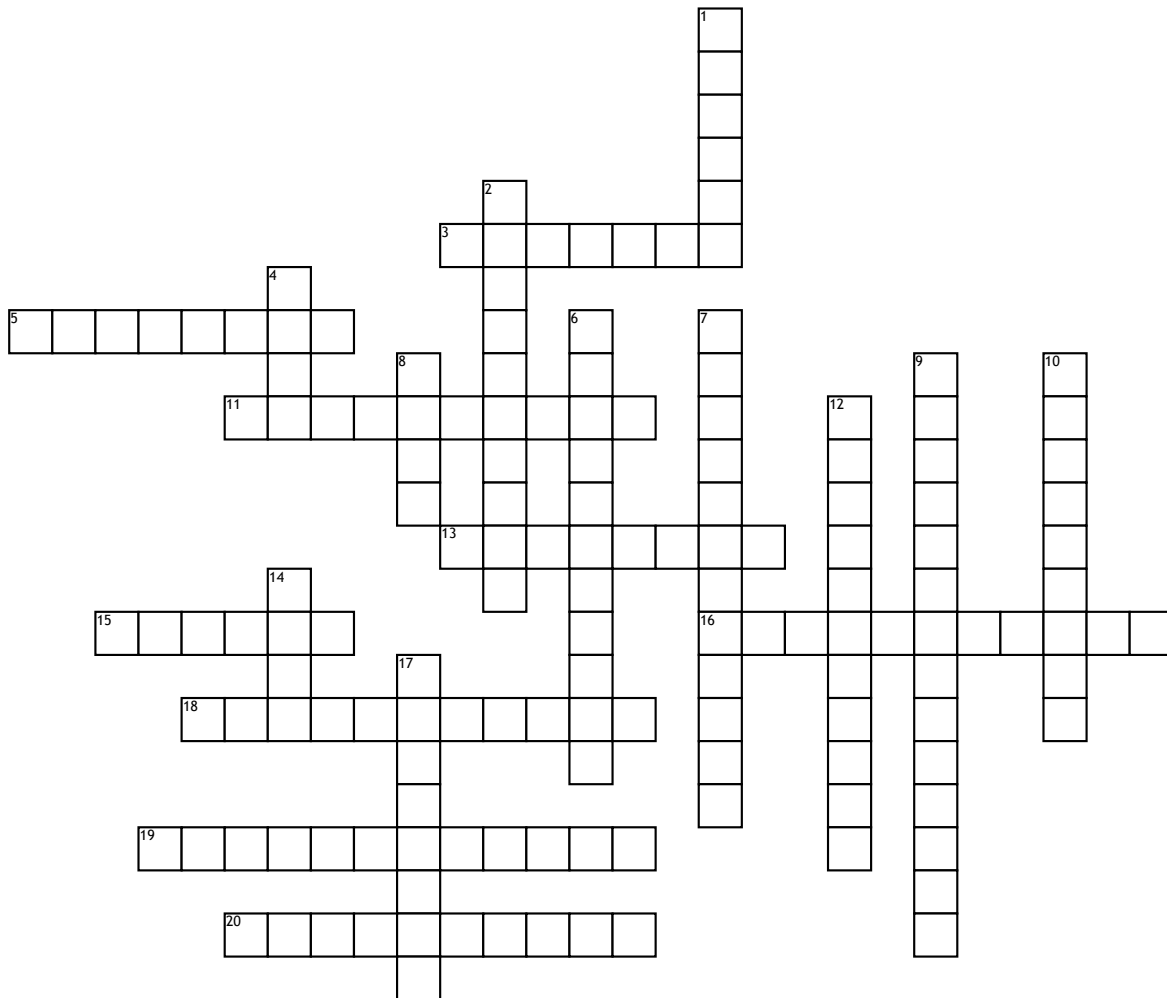# Kaitlyns keyboarding terms pt2

Across

3. a bar that contains short cut functions

5. used to save, print and close a document and to exit a program

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

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

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

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

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

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

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

7. single spaceline spacing term, leave no blank space between printed lines of copy

8. a software function that records keystrokes on a disk so that the data may be retrieved later

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

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

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

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

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