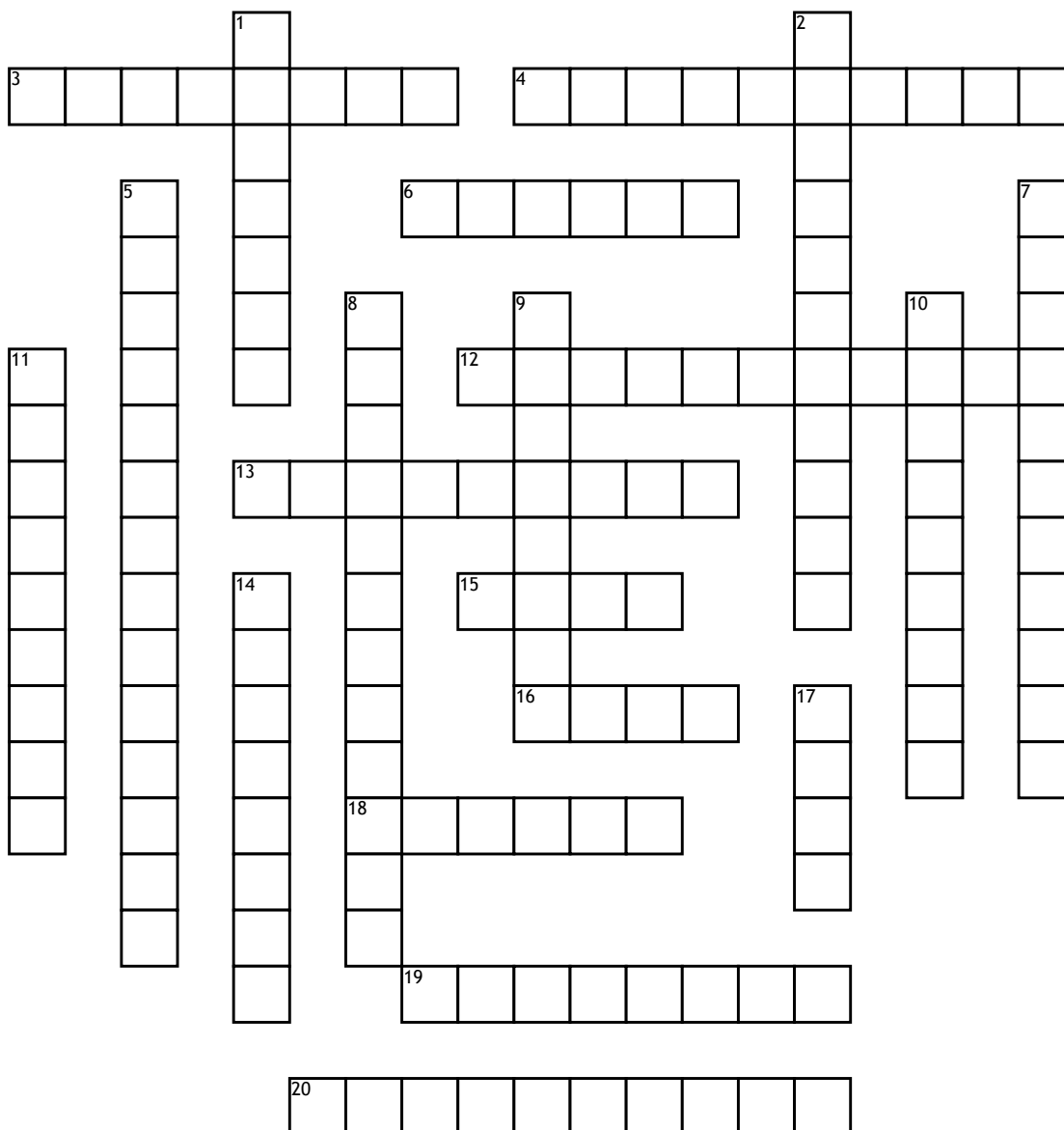


# Keyboarding Terms Part 2



## Across

3. an arrangement of keys on a "board" that is attached to a computer
4. 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.
6. a flashing line on the display screen which indicates where the next character of space can be entered
12. line spacing term, leave no blank space between printed lines of copy
13. used to cancel a function or exit a program selection
15. a listing of available software options that appears on a display screen menu used to move the cursor to the end of the page page-down key
16. 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

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

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

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

## Down

1. a bar that contains short cut functions
2. line spacing term, leaves one blank line space between printed lines of copy
5. the act of writing, storing and printing letters, reports, and other documents on a computer
7. a listing of available software options that appears on a display screen menu used to move the cursor to the end of the page page-down key used to move the cursor to the beginning of the page page-up key

8. 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. function keys used to add new text or spaces between existing text without re-keying the entire document insert key

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

10. used to move the cursor to the end of the page page-down key used to move the cursor to the beginning of the page page-up key a software function that records keystrokes on a disk so that the data may be retrieved later save

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

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

17. used to move the cursor to the beginning of the page page-up key 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