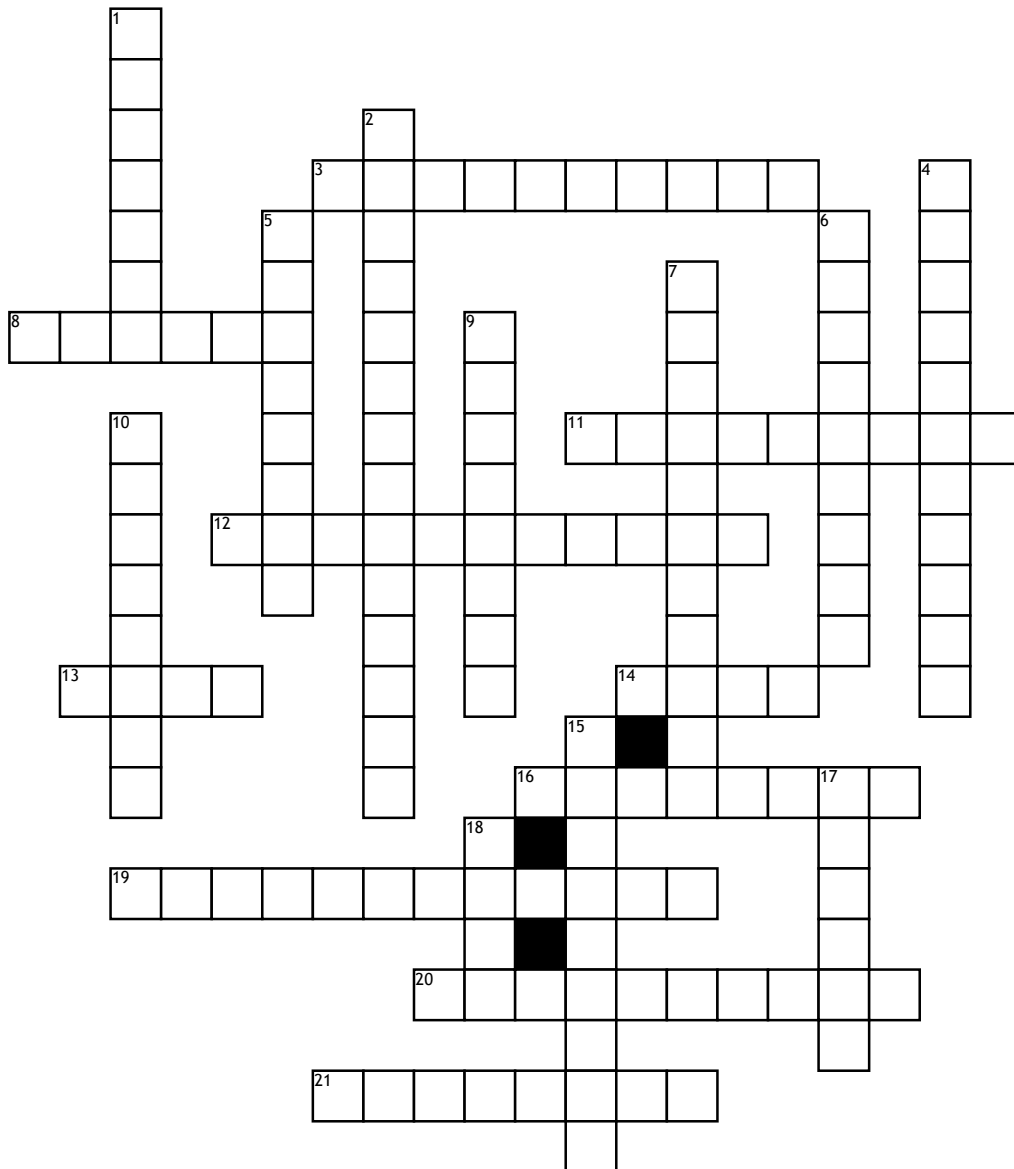# Keyboarding Terms Part 2

Across

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

8. a flashing line on the display screen which indicates where the next character of space can be entered

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

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

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

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

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

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.

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

Down

1. a bar that contains short cut functions

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

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

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

6. used to cancel a function or exit a program selection

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

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

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

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

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

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