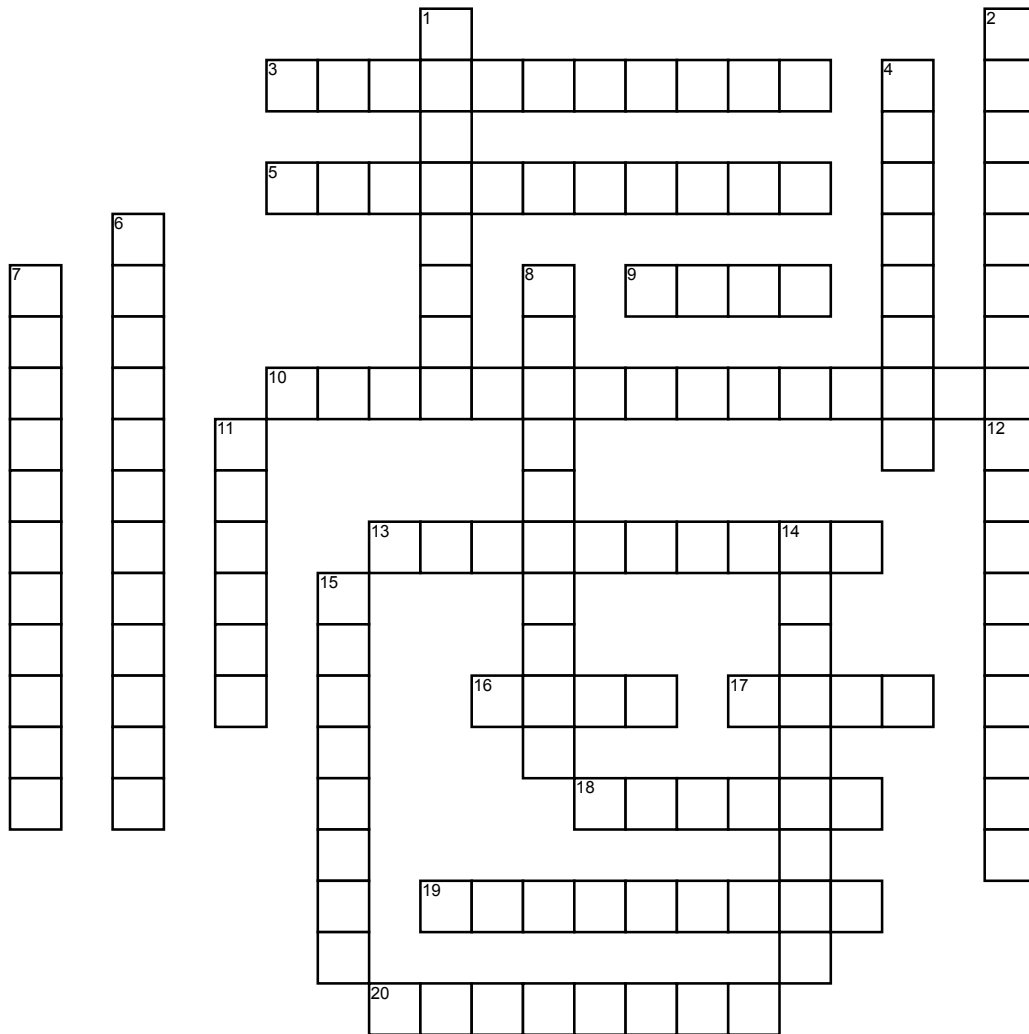


Keyboarding Terms Part 2



Across

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

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

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

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

13. 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.

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

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

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 move the cursor to the beginning of the page

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

Down

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

2. a bar that contains short cut functions

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

6. 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.

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

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

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

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

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

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

Word Bank

save

single space

enter key

keyboard

control key

end key

formatting

word processing

function keys

menu

tool bar

file menu

cursor

page-down key

insert key

word wrap

escape key

undo

page-up key

double space