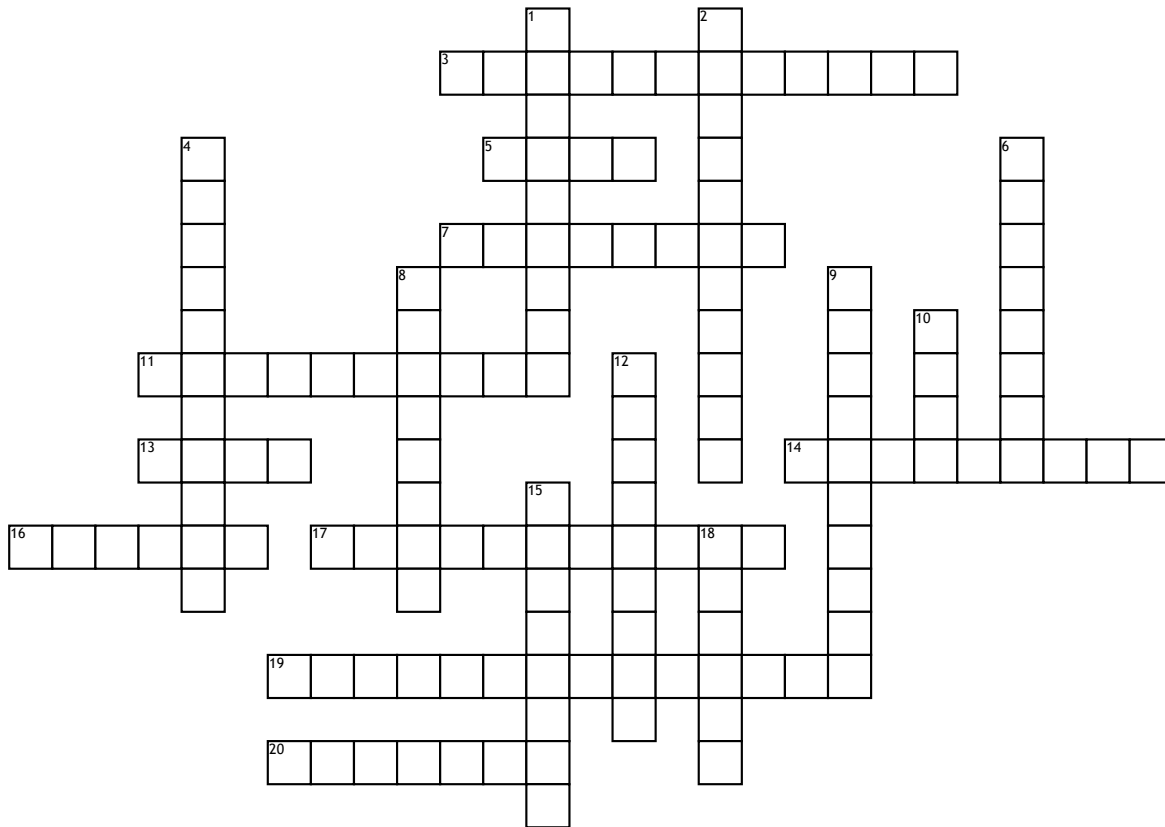


Name: _____

Date: _____

Keyboarding Terms Part 2



Across

3. 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.

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

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

11. 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

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

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

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

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

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

20. a bar that contains short cut functions

Down

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

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

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

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

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

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

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

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

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

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