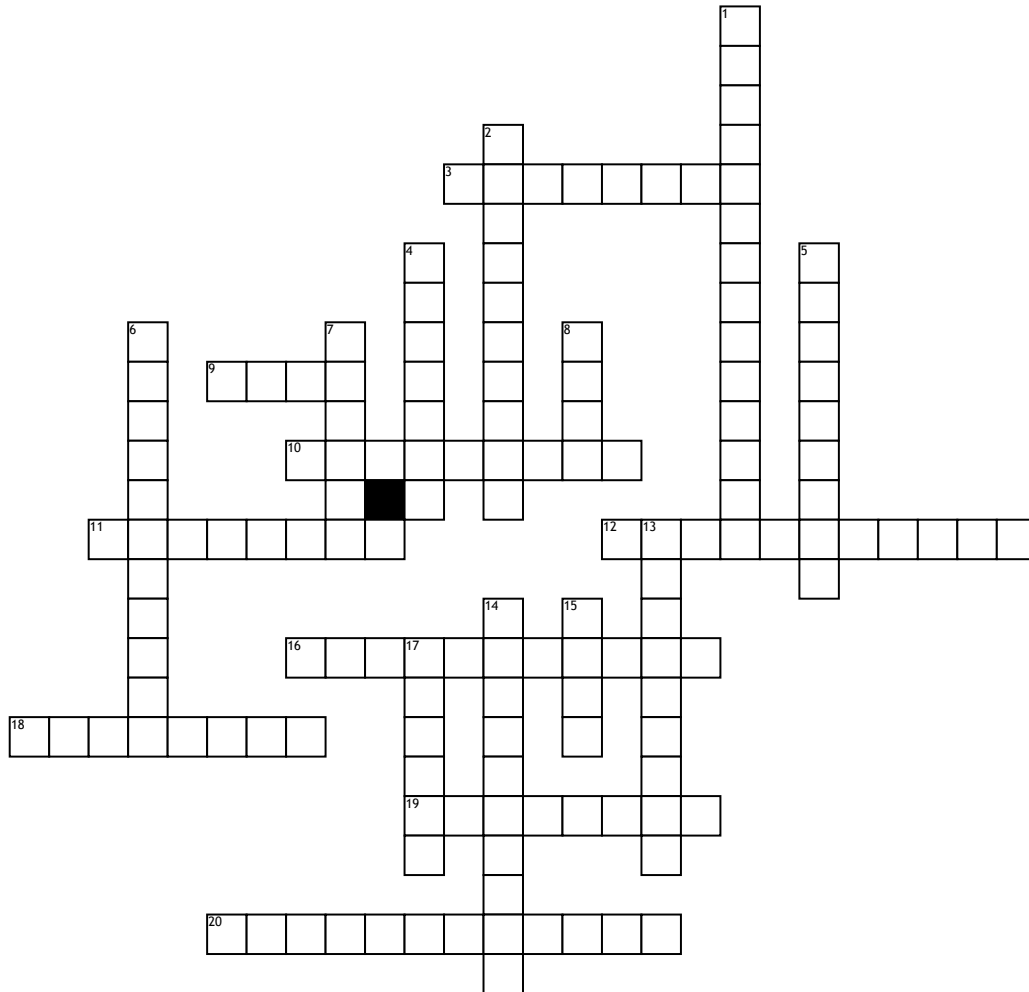


Name: _____

Date: _____

Keyboarding



Across

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

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

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

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

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

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

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

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

20. 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.

Down

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

2. 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.

4. a bar that contains short cut functions

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

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

7. a flashing line on the display screen which indicates where the next character of space can be entered cursor used to cancel a function or exit a program selection escape key

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

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

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

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

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

Word Bank

file menu

control key

formatting

cursor

keyboard

word wrap

escape key

undo

page-down key

word processing

function keys

tool bar

end key

double space

insert key

page-up key

enter key

menu

save

single space