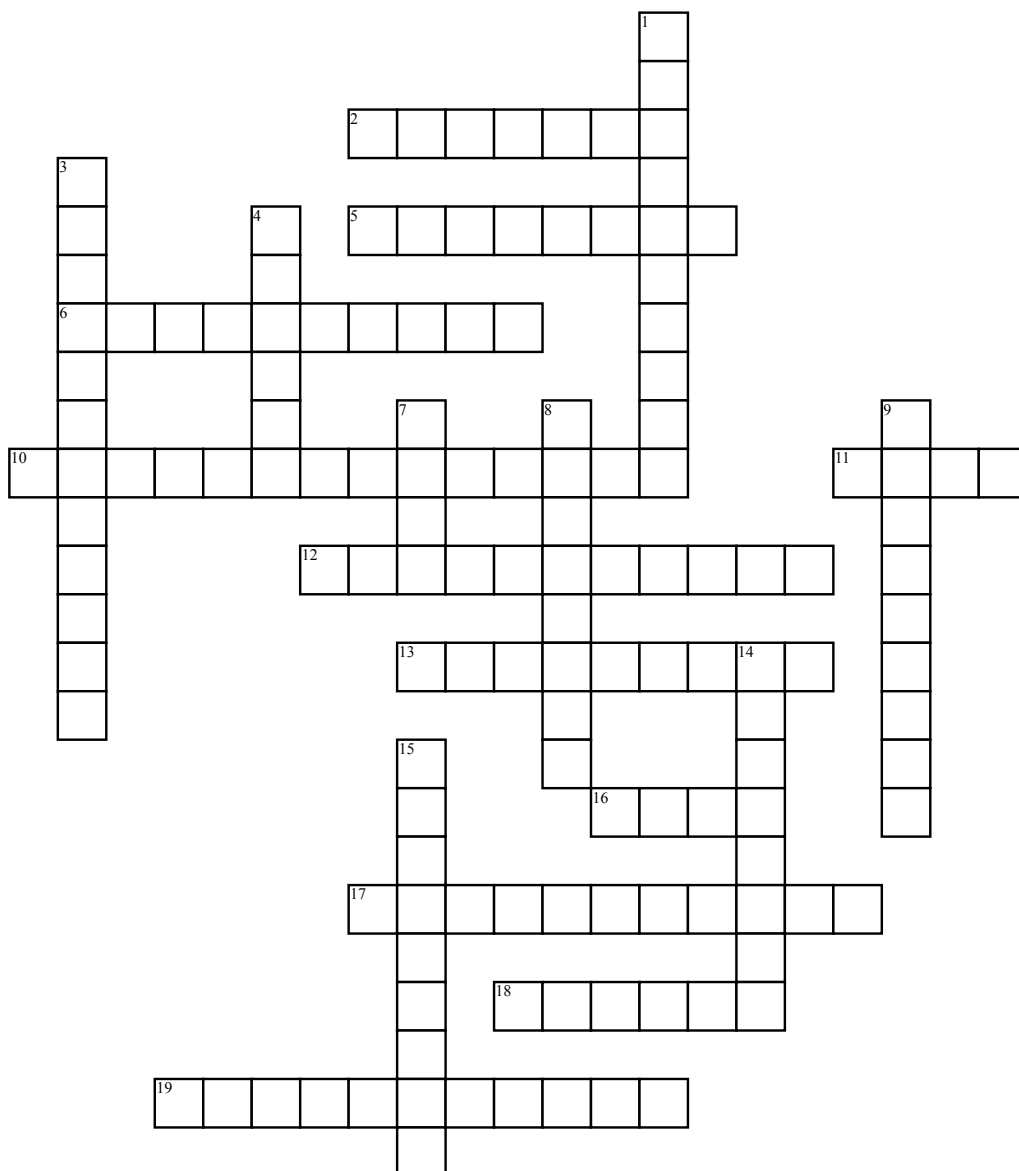


Name: _____

Date: _____

Maddy's keyboarding Terms Part 2



Across

2. a bar that contains short cut functions
 5. A tool that automatically wraps text to the next line as it reaches the right margin.
 6. a key used to give another set of commands.
 10. the act of writing, storing and printing letters, reports, and other documents on a computer
 11. A command that allows users to cancel or undo their last command or action.
 12. line spacing term, leaves one blank line space between printed lines of copy
 13. used to move the cursor to the beginning of the page

16. a software function that records keystrokes on a disk so that the data may be retrieved later
 17. used to move the cursor to the end of the page
 18. used to move the cursor to the end of a line or of the document depending on the software being used
 19. line spacing term, leave no blank space between printed lines of copy
Down
 1. the process of arranging a document in proper form or style
 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.

4. a flashing line on the display screen which indicates where the next character of space can be entered
 7. a listing of available software options that appears on a display screen
 8. used to save, print and close a document and to exit a program
 9. 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 command
 15. used to cancel a function or exit a program selection