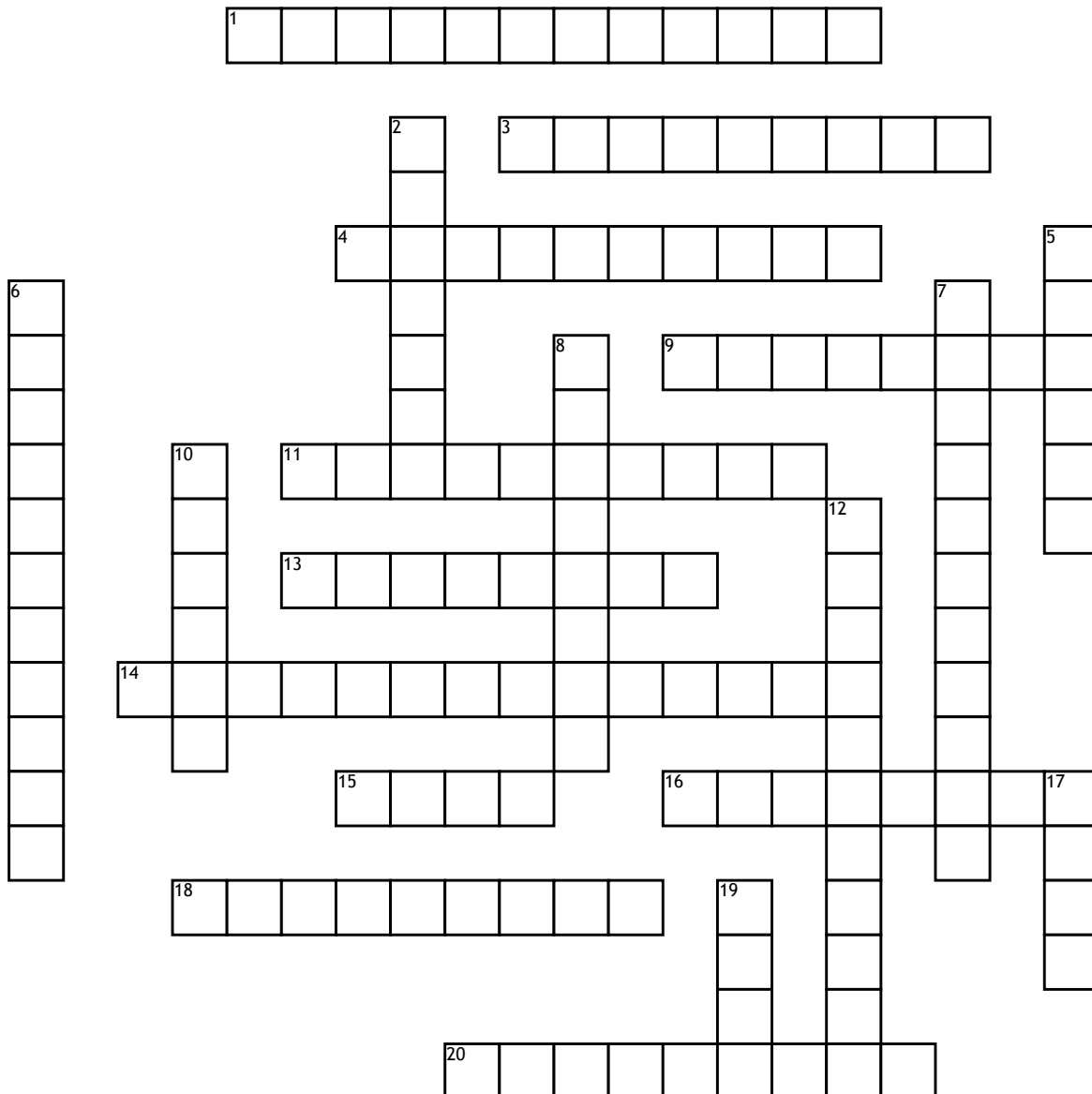# Sasha Hernandez Keyboarding Terms Part 2

Across

1. 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.

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

4. 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.

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

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

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

14. the act of writing, storing and printing letters, reports, and other documents on a computer word wrap A tool that automatically wraps text to the next line as it reaches the right margin.

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

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

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

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

Down

2. a bar that contains short cut functions

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

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

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

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

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

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

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

19. a software function that records keystrokes on a disk so that the data may be retrieved later single space line spacing term, leave no blank space between printed lines of copy