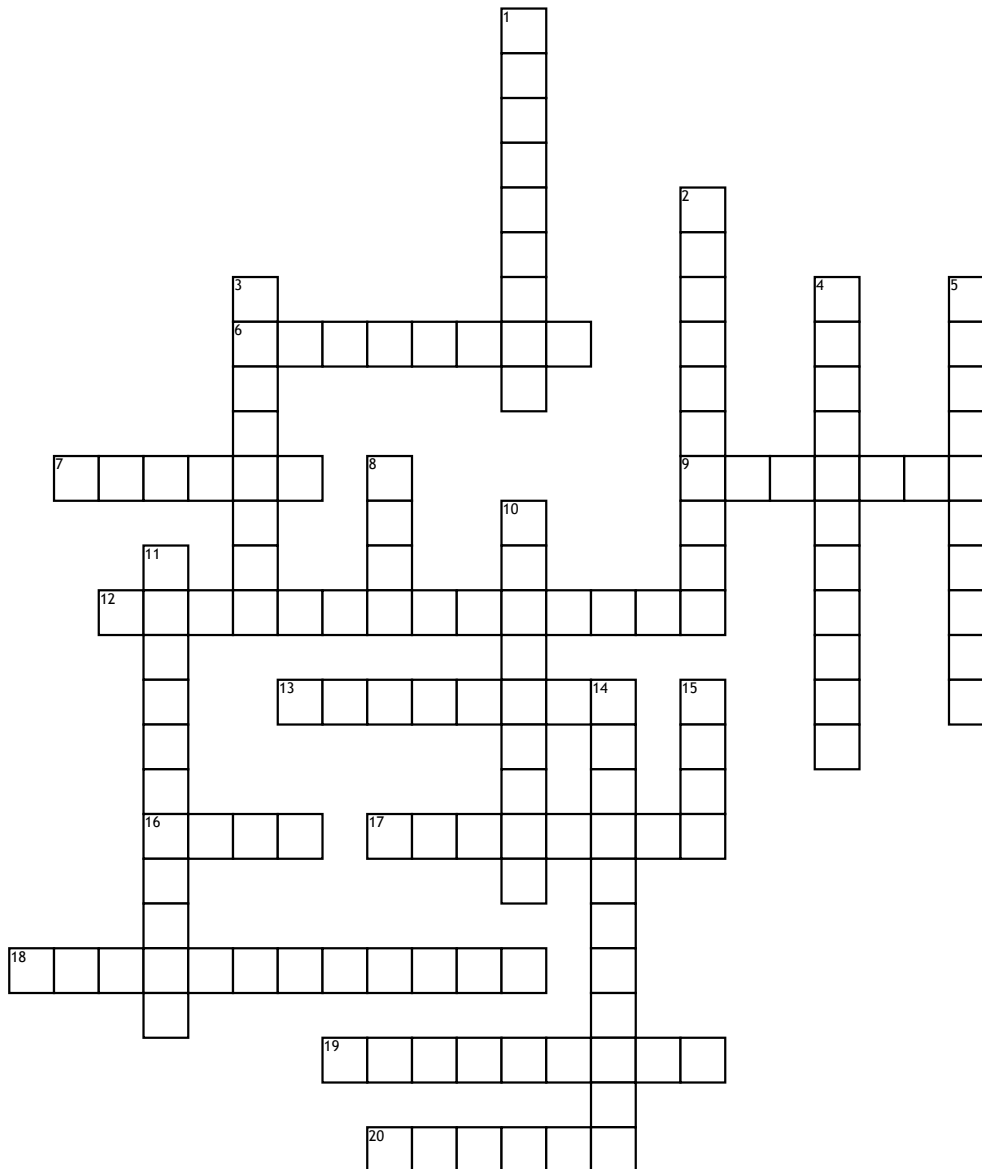


Name: _____

Date: _____

Shelby's Keyboarding Terms Part 2



Across

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

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

9. a bar that contains short cut functions

12. the act of writing, storing and printing letters, reports, and other documents on a computer 20. word wrap A tool that automatically wraps text to the next line as it reaches the right margin.

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

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

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

18. 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.

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

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

Down

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

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

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

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

5. 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.

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

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

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

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

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