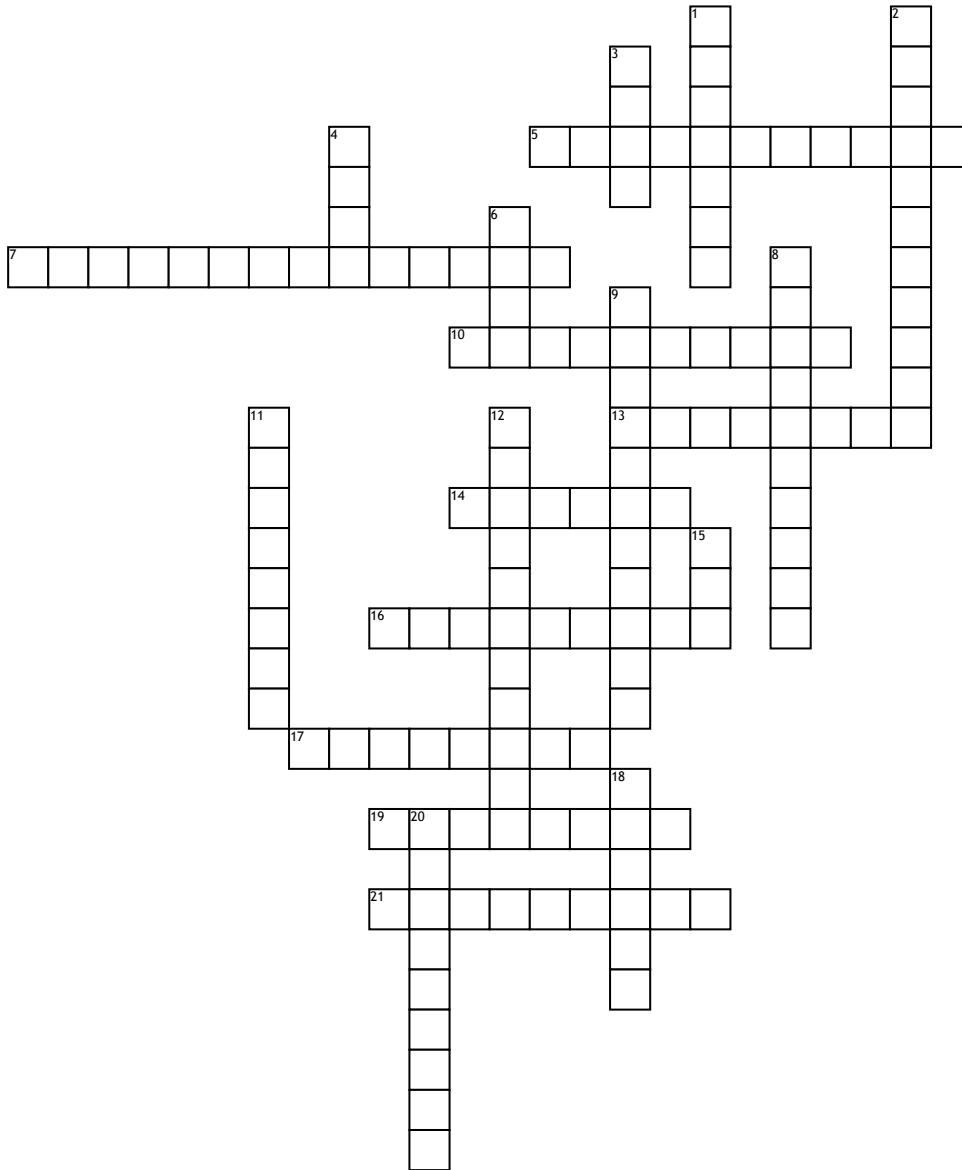


Name: _____

Date: _____

Jared's Crossword puzzle



Across

5. line spacing term, leave no blank space between printed lines of copy
 7. the act of writing, storing and printing letters, reports, and other documents on a computer
 10. the process of arranging a document in proper form or style
 13. used to return cursor to left margin and down to the next line; also, to enter system commands
 14. a flashing line on the display screen which indicates where the next character of space can be entered
 16. used to move the cursor to the beginning of the page
 17. an arrangement of keys on a "board" that is attached to a computer

19. used to save, print and close a document and to exit a program
 21. used to cancel a function or exit a program selection

Down

1. a bar that contains short cut functions
 2. special keys on computers that are used alone or in combination with other keys to perform special operations
 3. a listing of available software options that appears on a display screen
 4. a software function that records keystrokes on a disk so that the data may be retrieved later
 6. A command that allows users to cancel or undo their last command or action

8. a key used to give another set of commands. Control (ctrl) commands are commonly used shortcuts.

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

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

12. line spacing term, leaves one blank line space between printed lines of copy
 15. Ctrl+S in many programs saves a document in the same fashion as selecting Save from the File menu.

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

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