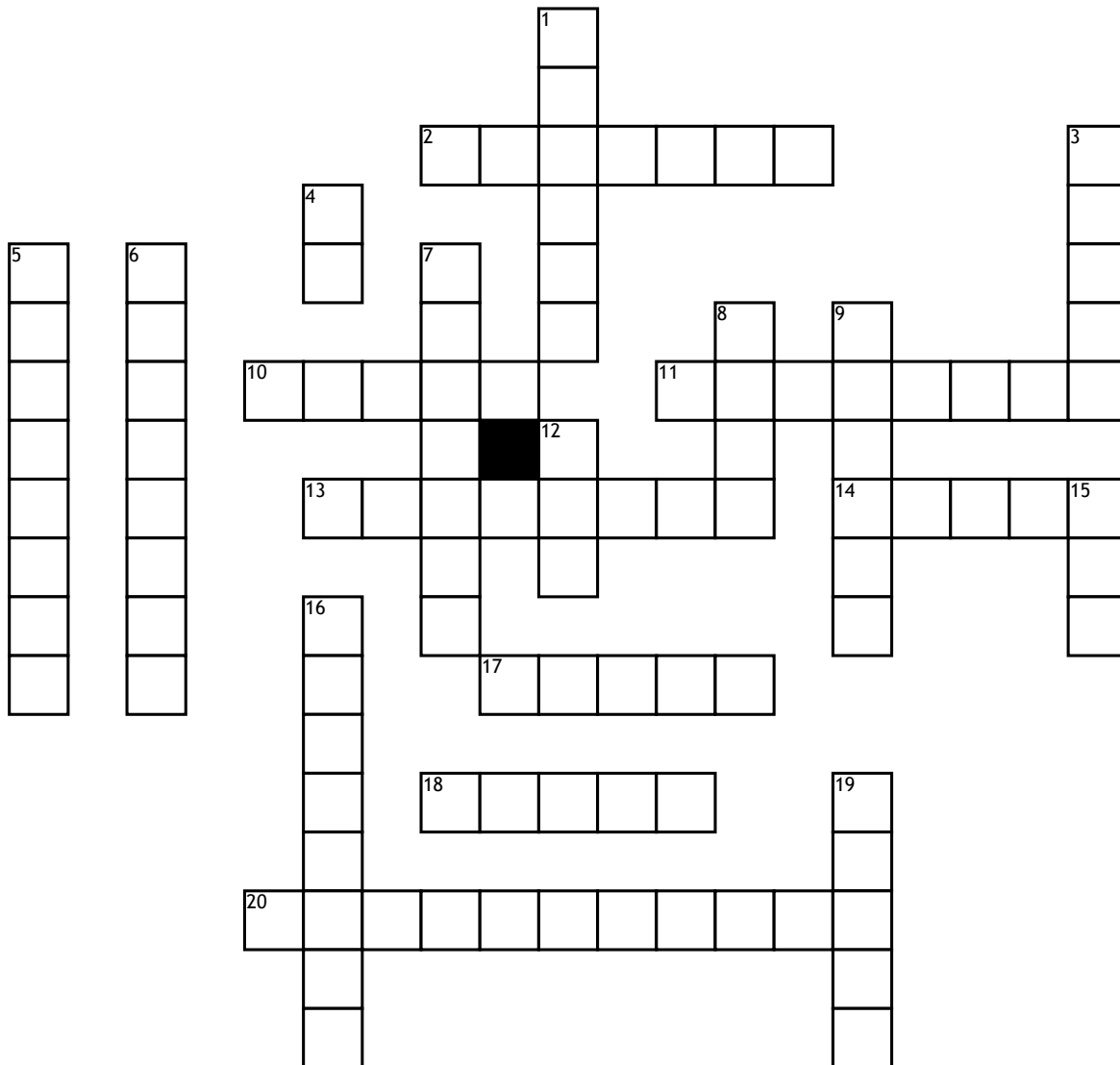


keyboarding



Across

2. Button you press to lock the numbers on the keyboard
 10. Which finger do you use to press the space bar?
 11. What should you do when you find yourself typing less accurately?
 13. Sit up _____
 14. Keep your arms bent at a _____ angle
 17. Finger you use to type backspace
 18. _____ is important when doing a typing test

20. What is the technique called when you type without using the sense of sight to find the keys?

Down

1. Do not _____ on the keys
 3. How many letters are in home rows?
 4. Two letters that have bumps
 5. What is the most important thing about typing?
 6. What is the most obvious but the most effective way to improve your typing technique?

7. Where do you place your hand before you type?
 8. Your feet should be placed _____ on the floor
 9. What is the official name of the keyboard?
 12. Number of rows on the keyboard
 15. Button you press to move to next line
 16. Button you press to capitalize letters
 19. Which side are the punctuations usually located?