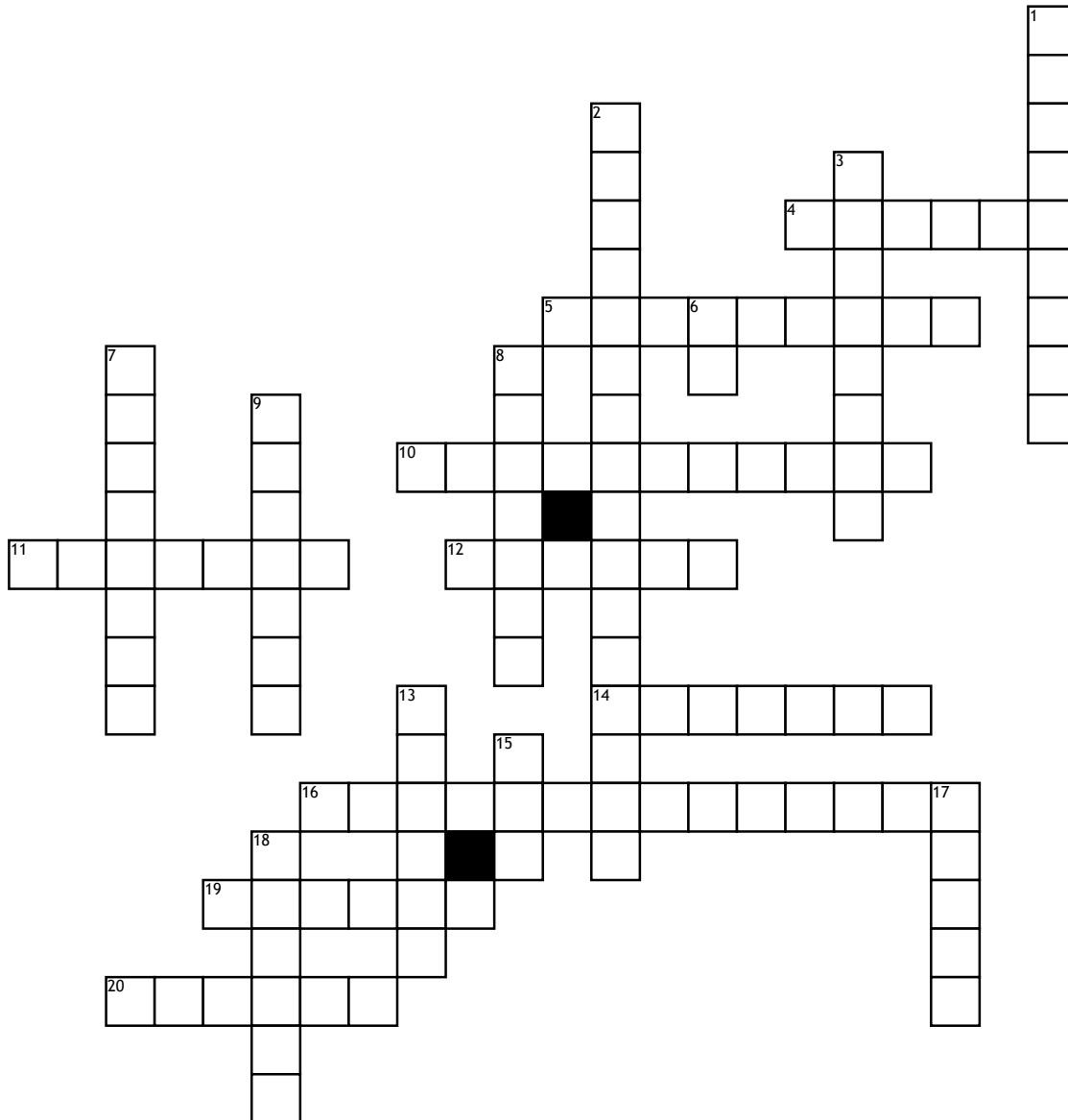


Name: _____

Date: _____

keyboarding



Across

- 4. What finger do you use to hit the space bar?
- 5. what are the right mouse button
- 10. What finger do you use to hit the enter key?
- 11. how to close window
- 12. how to paste shortcut
- 14. how to switch between open window
- 16. What does WPM stand for?

19. how to select all

20. how to copy

Down

- 1. Deletes the character to the left of the cursor or insertion point
- 2. How should your wrists be while you are typing?
- 3. A key used to make capital letters is the
- 6. how to refresh
- 7. how many buttons are there on the keyboard

8. A screen used to view information is a

9. What are the home row keys?

13. how to paste

15. what is escape key

17. Causes the cursor or insertion point to move to the left margin and down to the next line

18. how to cut