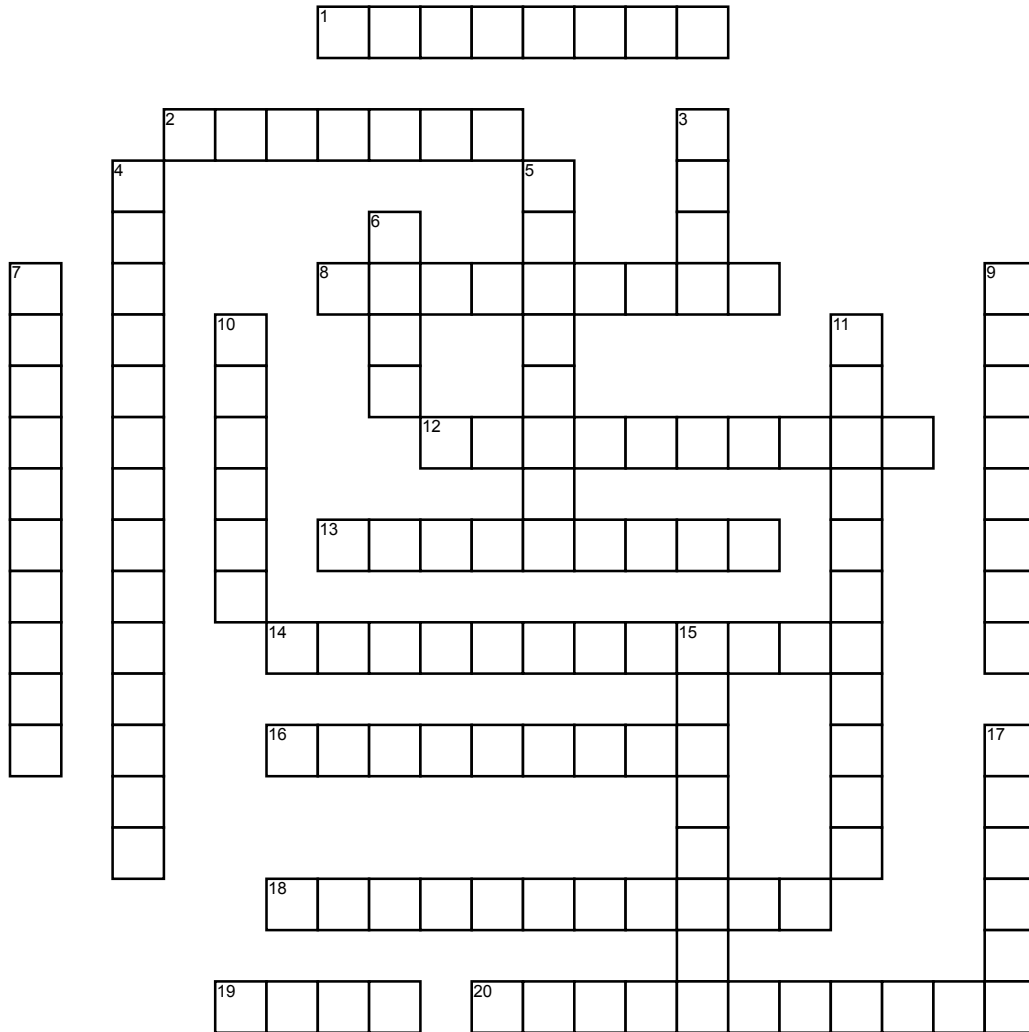


Name: \_\_\_\_\_

Date: \_\_\_\_\_

# keyboarding terms part 2



## Across

1. used to return cursor to left margin and down to the next line; also, to enter system commands  
 2. a bar that contains short cut functions  
 8. used to add new text or spaces between existing text without re-keying the entire document  
 12. the process of arranging a document in proper form or style  
 13. used to cancel a function or exit a program selection  
 14. 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.  
 16. used to move the cursor to the beginning of the page

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

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

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

## Down

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

4. the act of writing, storing and printing letters, reports, and other documents on a computer

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

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

7. 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. cursor

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

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

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

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

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

## Word Bank

word processing	function keys	single space	keyboard	word wrap
file menu	control key	enter key	save	page-down key
escape key	formatting	menu	end key	page-up key
insert key	tool bar	cursor	undo	double space