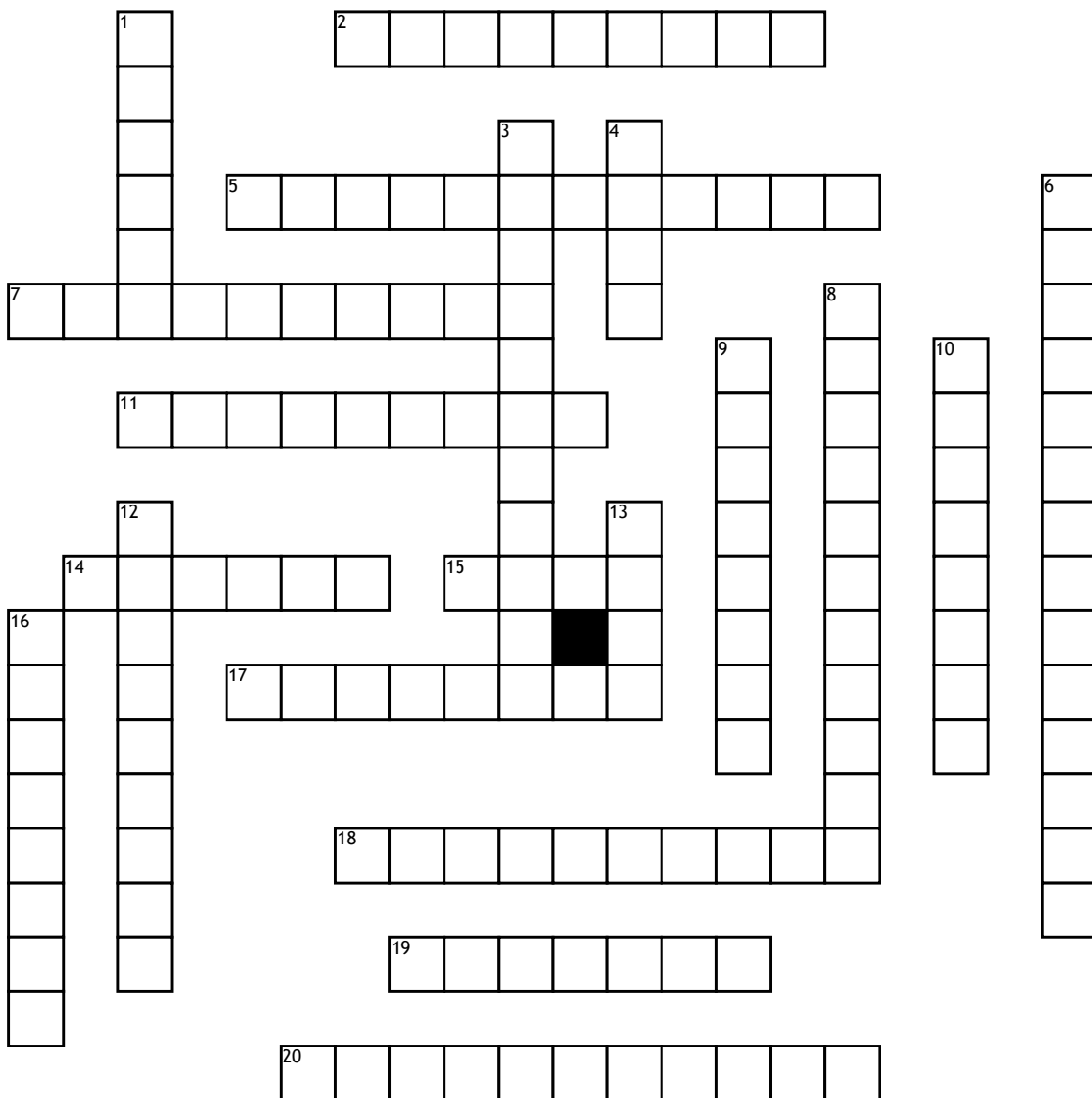


Name: _____

Date: _____

loris crossword



Across

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

5. 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.

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

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

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

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

19. a bar that contains short cut functions

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

Down

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

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

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

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

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

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

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

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

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

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