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Shadow Boles

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| **Across****4.** A tool that automatically wraps text to the next line as it reaches the right margin.**6.** an arrangement of keys on a "board" that is attached to a computer**9.** a listing of available software options that appears on a display screen**10.** used to move the cursor to the end of the page**12.** 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.**13.** a bar that contains short cut functions**15.** line spacing term, leaves one blank line space between printed lines of copy double space used to move the cursor to the end of a line or of the document depending on the software being used**18.** used to cancel a function or exit a program selection**19.** used to return cursor to left margin and down to the next line; also, to enter system commands**20.** line spacing term, leave no blank space between printed lines of copy | **Down****1.** A command that allows users to cancel or undo their last command or action. undo the act of writing, storing and printing letters, reports, and other documents on a computer**2.** the process of arranging a document in proper form or style**3.** A command that allows users to cancel or undo their last command or action.**5.** used to save, print and close a document and to exit a program**7.** used to move the cursor to the beginning of the page**8.** line spacing term, leaves one blank line space between printed lines of copy**11.** used to add new text or spaces between existing text without re-keying the entire document**14.** a flashing line on the display screen which indicates where the next character of space can be entered cursor line spacing term, leaves one blank line space between printed lines of copy double space**16.** a software function that records keystrokes on a disk so that the data may be retrieved later**17.** 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. |

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