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dawson keyboarding terms 2

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