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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 |