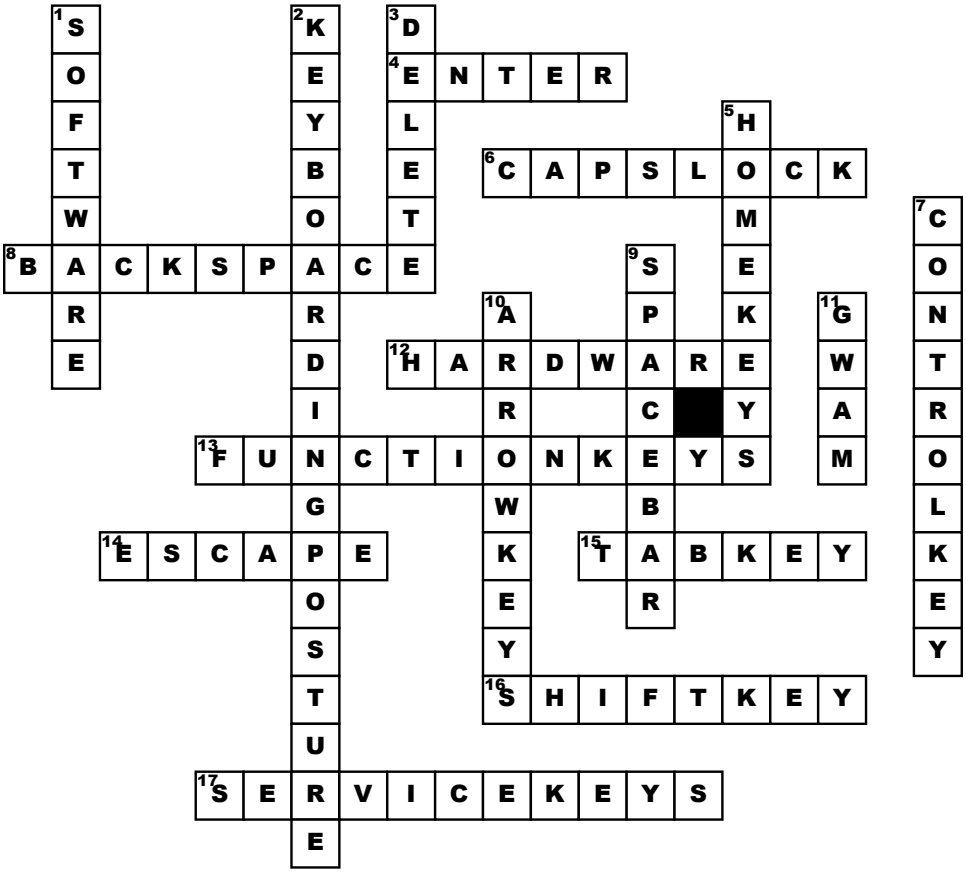
Name: _____ Date: _____

Keyboarding





Across

4. causes the insertion point to move to the left margin and down to the next line.

6. capitalizes all letters when locked down.

8. deletes the character to the left of the insertion point.

12. the physical parts of the computer system.

13. keys located at the top of the keyboard (f1, f2, etc)

14. closes a software menu.

15. moves the insertion point to a preset position.

16. makes capital letters and certain symbols when used with those keys.

17. special keys that allow you to use the computer to perform specific functions.

Down

1. programs and routines that control the functions of a computer.

2. the correct sitting position taught when developing typing skills.

3. removes the character to the right of the insertion point.

5. where you place your fingers to begin keying.

7. executes commands with other keys

9. inserts space between words and sentences.

10. moves the insertion point in the direction indicated by the arrow on each key.

11. the number of standard words keyed in one minute.