$\qquad$ Date: $\qquad$ Period: $\qquad$

## Keyboarding Crossword



Across
2. Typing without making erros
8. Mistakes
9. Used to capitalize all letters without SHIFT
11. How should you sit
13. Where shouldn't you look at
15. Any letter, number and symbols on the keyboard 16. To create a indent
17. Words per minute
18. Ends a line or a paragraph
19. Most common keyboard arrangement
20. Typing methods

Down

1. Erase characters
2. Pecking keys and very slow
3. Moves the cursor left right up and down
4. Using all fingers without looking at keyboard
5. Used to exit programs
6. Correct seating and typing position
7. Capitalize letters you type whilst pressing it
8. Where do you put your fingers
9. Where should you look
