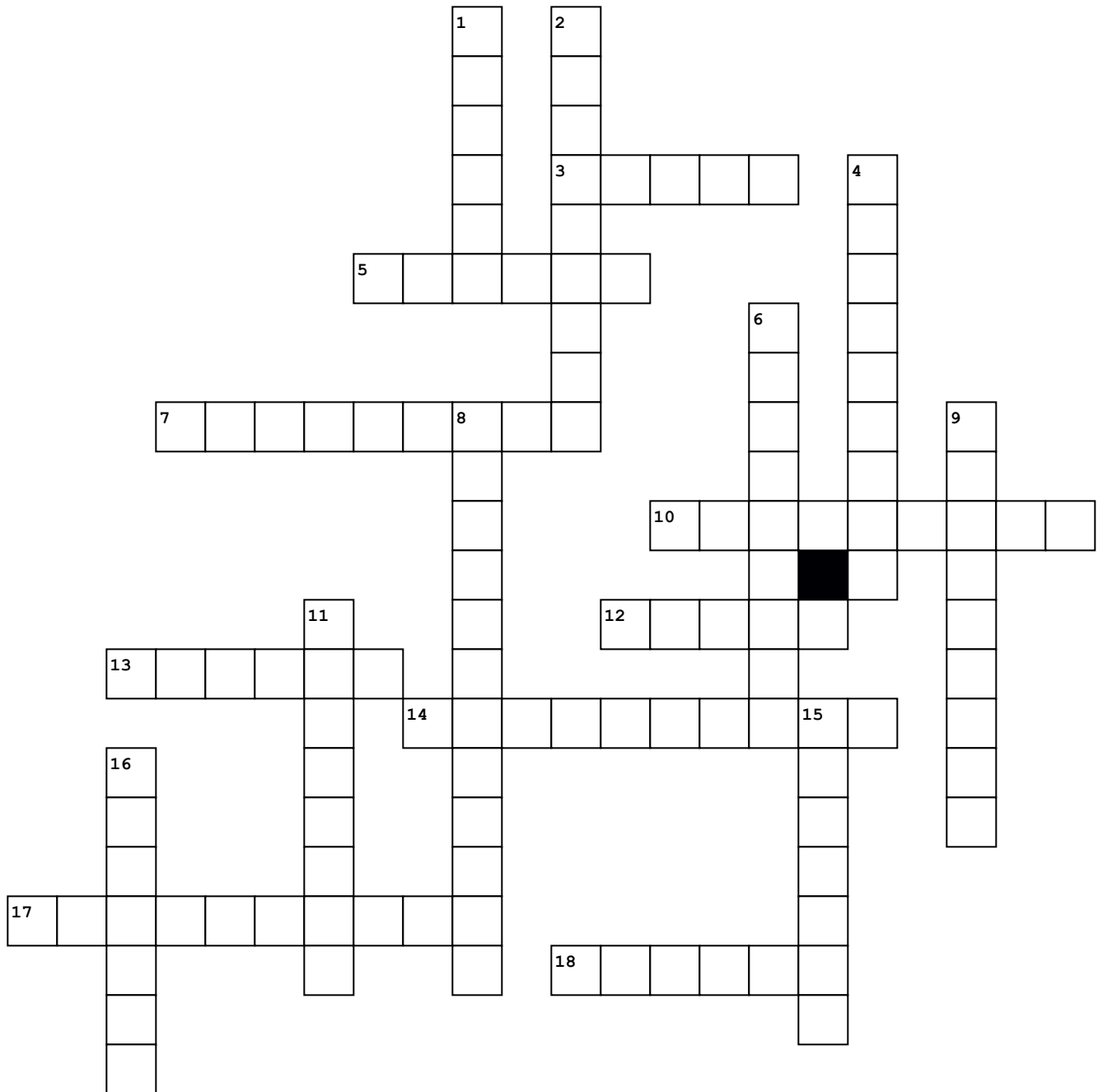


Keyboarding Documents Proccessing Terms



Across

- 3. Page First page of a report: title , name date, course, teacher
- 5. The standard keyboard layout
- 7. Spacing Hit enter 4 times (3 blank lines)(QS)
- 10. Initials The initials of the person who typed the letter/memo if not the writer
- 12. size The size of a sheet of 8.5 X 11 is standard
- 13. spacing Hit enter 1 time, move to new line (SS)

Down

- 1. Spacing Hit enter 3 times - 2 blank lines (TS)
- 2. Stress injuries Injury from over use
- 4. Line The name of the person sending the letter
- 6. Marker Marks used to indicate corrections needed
- 8. Comparing copy on screen pr paper to the original, then edited
- 9. From and style used while typing

14. Written correspondence within same company

17. The Greeting of the letter - Dear Sir

18. Address The letter sender address

11. Business Letter A letter from an individual to a business

15. Report Short report without a cover

16. A supporting document in a report usually after the title page