

# Keyboarding Glossary

## *Arkansas Frameworks*

### Unit 1: Basic Knowledge

1. **Alternate key (Alt)** – executes commands with other key(s)
2. **Arrow keys** – move the insertion point in the direction indicated by the arrow on each key
3. **Backspace** – deletes the character to the left of the insertion point
4. **Caps lock** – capitalizes all letters when locked down
5. **Control key (Ctrl)** – executes commands with other key(s)
6. **Delete** – removes the character to the right of the insertion point
7. **Enter/Return** – causes the insertion point to move to the left margin and down to the next line
8. **Escape key (Esc)** – closes a software menu or dialog box
9. **Function keys** – special keys located at the top of the keyboard (F1, F2, F3, etc.) that are used alone or with the Ctrl, Alt, and Shift keys to execute software commands
10. **Gross words a minute (GWAM)** – the number of standard words keyed in one minute
11. **Hardware** – the physical parts of a computer system, such as the monitor, keyboard, and hard drive
12. **Home keys** – the keys where you place your fingers to begin keying; *a s d f* for the left hand and *j k l ;* for the right hand
13. **Keyboarding posture** – the correct seating position taught when developing typing skills
14. **Service keys** – special keys that allow you to use the computer to perform specific functions. Examples are: space bar, tab key, caps lock key, control key, shift key, delete key, return key, and arrow keys.

15. **Shift key** – makes capital letters and certain symbols when used with those keys

16. **Software** – programs and routines that control the functioning of a computer

17. **Space bar** – inserts space between words and sentences

18. **Tab key** – moves the insertion point to a preset position

19. **Word wrap** – causes text to move automatically to a new line when the current line is full

## Unit 2: Text Formatting

1. **Alignment** – the horizontal positioning of text (such as left, right, center, or justify)
2. **Bold** – a print enhancement used to make characters appear darker than other text to add emphasis
3. **Bullets/Numbering** – used to arrange items in a list with each item beginning with a bullet or a number
4. **Cut/Copy/Paste** – a feature that enables you to move or copy text from one place to another
5. **Font size** – determines the height of characters in units called *points*
6. **Font style** – the type of character format that determines the look or artistic style of the characters
7. **Font type** – the design and appearance of printed characters
8. **Footer** – text such as title, page numbers, and dates printed at the bottom of a page
9. **Header** – text such as title, page numbers, and dates printed at the top of a page
10. **Indentation** – to move one or more lines inward from the margins
11. **Insertion mode** – an input mode in which the existing text moves to the right as new text is added
12. **Italics** – text that is slanted to the right
13. **Landscape orientation** – page orientation in which data prints across the wider portion of the page
14. **Line spacing** – the vertical distance between two lines of type
15. **Margins** – blank spaces between the edge of the paper and the printed text
16. **Page numbering** – method of arranging pages in numerical order
17. **Portrait orientation** – page orientation in which data prints across the narrower portion of a page

18. **Print** – to make a hard copy of a document
19. **Reveal/Show codes** – show nonprinting or formatting characters
20. **Spell check** – used to check the spelling of a document after keying
21. **Tab settings** – allow you to line up text at a certain point
22. **Typeover mode** – replaces existing text with new text as it is keyed
23. **Underline** – a feature that underlines text as it is keyed

## Unit 3: Document Formatting Skills

1. **Addressee** – the person to whom you are sending the memorandum
2. **Attachment notation** – indicates that another document is attached to a letter
3. **Block format** – all parts of a letter (including paragraphs) begin at the left margin
4. **Body** – the paragraphs that make up the main message
5. **Columns** – information arranged vertically
6. **Complimentary close** – the closing or the farewell of the letter
7. **E-mail** – an electronic message used by individuals to communicate with one another
8. **Enclosure notation** – indicates that another document is enclosed with a letter
9. **Hard return** – a code entered into a document by pressing the Enter key that indicates the end of a paragraph or sentence
10. **Letter address** – the address to which the letter is being sent
11. **Memorandum (memo)** – a written message used by individuals within an organization to communicate with one another
12. **Mixed punctuation** – a punctuation style for letters in which a colon follows the salutation/greeting and a comma follows the complimentary closing
13. **Open punctuation** – a punctuation style for letters in which there is no punctuation following the salutation and complimentary close of the letter
14. **Proofreader's marks** – symbols used to indicate errors that need correcting when re-keying copy
15. **Reference initials** – indicate who keyed the document
16. **Reference list** – authors cited in reports are listed alphabetically by author surnames at the end of the report (often on a separate page) under the heading *REFERENCES* (or *BIBLIOGRAPHY* or *WORKS CITED*)
17. **Return address** – the address of the person sending the letter

18. **Salutation** – the greeting of the letter

19. **Soft return** – a return that the application inserts automatically when you reach the end of a line

20. **Source document** – copy from which you are keying

21. **Subject line** – alerts the reader immediately to the content of the document

22. **Table** – a grid of rows and columns that intersect to form cells into which information can be typed

23. **Textual citations** – parentheses used in the report body to give credit (cite) to authors for quotes taken from their works

24. **Unbound reports** – short reports that are often prepared without covers and binders and, if longer than one page, are usually fastened together in the upper left corner by a staple or paper clip

25. **Writer** – the author of the document