

**Directions:** Using the word list at the bottom of the page, insert the term that best completes each sentence. You will use each term only once.

1. The and keys are used in combination with other keys to access functions that are built into your word processing software.
2. The key moves the cursor one character to the left and deletes that character.
3. The key locks the alphabetic keys in uppercase so that you can easily key all capital letters.
4. The keys move the cursor on the screen up, down, left, and right.
5. The key removes text directly over the cursor.
6. The key toggles between insert mode and type over or overstrike mode.
7. The key allows you to use the numeric keypad.
8. The and keys move the page up or down one screen at a time from the current display.
9. The key moves the cursor ahead a preset number of spaces. By default, this key moves the cursor one-half inch (5 spaces) at a time.
10. The moves the cursor ahead one space at a time.
11. The key moves the cursor directly to the beginning of a line.
12. The key moves the cursor directly to the end of a line.

# Word List

**Spacebar Insert Tab Home**

**Caps Lock Num Lock Alt Ctrl**

**Page Up End Page Down**

**Arrow Backspace Delete**