

## Lesson 4 Vocabulary List

1. **Ergonomic keyboard** – A keyboard designed to relieve stress on the hands and wrists that can result from repeated and/or longtime keying.
2. **Formatting** – Process of preparing a disk so you can write data to and read data from the disk; applying certain attributes to text, specifying margins, spacing, and so on; enhancing the text in a document.
3. **Hard Return** – Moves the cursor to the next line of type.
4. **Home row keys** – Keys on the keyboard from which all keystrokes are made. These keys are a, s, d, f, j, k, l, and ; .
5. **Keyboarding** – The ability to key text by using the correct fingers without looking at the keys.
6. **Menu bar** – Displays the commands that will be used in creating documents.
7. **Modifier keys** – Keyboard keys that are used in conjunction with other keys; CTRL, ALT, and Shift.
8. **QWERTY** – The arrangement of the alphanumeric keys on a standard keyboard; refers to the first six keys on the top row of letters.
9. **Ruler**– The area on the screen that is used to change paragraph indentations and margin settings.
10. **Status bar** – Area on the screen that displays information about the document including current page number, total pages in the document, location of the cursor, and the status of some of the specialized keys.
11. **Text area** – The area on the screen that will contain the information that you type.
12. **Timed writings** – Keyboarding drills used to develop speed and accuracy.
13. **Title bar** – Area of the screen that displays the name of the document you are working on as well as the name of the software program you are using.
14. **Toolbar** – Row of buttons at the top of the browser; area of the screen that displays icons (little pictures) of commonly used commands.
15. **Touch typing** – Entering text by using the correct fingers without looking at the keys.
16. **Word wrap** – A word processing feature that wraps text around the right margin and continues it on the next line.