

# Keyboarding Vocabulary

## **Accuracy**

Degree of freedom from errors measured from zero-usually expressed as one error, two errors, etc.;

## **Centering**

Placing text so that half of the text is on each side of the center point.

## **Cursor**

Lighted point on a display screen where the next character or space can be entered.

## **Default**

Preset condition in software that controls margin, line spacing, and tab settings. Operators may override default settings.

## **Directory**

List of files stored on a disk.

## **Disk**

Magnetic medium used in saving, storing, and opening files.

## **Disk Drive**

Unit that houses a disk.

## **Document**

Text, especially formatted, such as a numbered list, memo, letter, report, outline, title page, or reference page.

## **Editing**

Arranging, changing, and correcting existing text; editing includes proofreading but is not limited to it.

## **Error**

Any misstroke of a key; also any variation between source copy and displayed or printed copy; departure from acceptable format.

## **File**

Information stored on a disk under an assigned name.

**Font**

Appearance of printed characters; a font consists of the typeface name (such as Courier), the style (such as bold or italic), and the size (such as 10 point).

**Format**

Style (arrangement, placement, and spacing) of a document; also to arrange a document in proper style or form.

**Function Keys**

Set of keys (F1, F2, etc.) used alone or with Shift, Ctrl, and Alt keys to issue software commands.

**GWAM (Gross Words a Minute)**

Measure of the rate of keying speed;  $GWAM = \text{total standard 5-stroke words keyed} / \text{time required to key those words}$ .

**Insert Mode**

Software feature that allows text to be keyed into existing text; the default software mode.

**Line Spacing**

Number of blank lines between lines of text; usually single spacing (SS, no blank lines), double spacing (DS, 1 blank line), or quadruple spacing (QS, 3 blank lines).

**Key**

To strike keys for printing or displaying copy; also called enter, keyboard, input, and type.

**Keyboard**

Arrangement of keys on a device attached to a computer or typewriter; also the act of keying or typing.

**Margins**

Space on a page to the left and right of a line of text, above the first line of text, and below the last line of text; left and right margins are expressed in inches or character spaces; top and bottom margins are expressed in inches or line spaces.

**Menu**

List of options on a display screen from which operating features are selected.

**Monitor**

TV-like screen used to display information; also called CRT, display screen, and VDT.

**Numeric Keypad**

Arrangement of figure keys and special keys, such as +, -, and =, on the right side of most keyboards; used for keying all number copy.

**Open**

Display a document on screen after it has been stored (saved) on a disk.

**Print**

Produce (using a computer printer) a paper (hard) copy of a document.

**Proofreading**

Process of comparing copy on a display screen or paper to the original copy and correcting (or marking for correction) errors; one of the editing steps.

**Rate**

Speed of doing a task; see gross words a minute (GWAM) and net-production rate a minute (N-PRAM).

**Return**

Software feature that moves the cursor to the left margin of the next line; inserted automatically (soft) when text exceeds the line length, inserted manually (hard) to force software to begin a new line.

**Save**

Software feature that allows a document to be stored on a disk under an assigned name.

**Scroll**

Software feature that makes room for more lines of copy by causing the first line to disappear off the top of the display screen.

**Software**

Instructions, or programs, that tell a computer what to do.

**Spell Check**

Software feature that checks a document for misspelled words against a dictionary included in the software.

**Status Bar/Line**

Bar or line containing menu descriptions, prompts to actions, or information about the document on screen, such as type font and cursor position.

**Tab**

Causes the cursor (or print point) to skip across the display screen (or paper) to a place set by the operator or the default tab settings.

**Technique**

Keyboard operator's form or keying style.

**View**

Displays a page, part of a page, or multiple pages of a document so that the operator can see a document before printing it.