



Tips and ideas

By Mark Gillan

Tips

- Type the text first then apply formatting might be quicker than formatting, typing, changing formatting each time
- Click at the start of the document after typing everything, then invoke the spellchecker. This can save time as opposed to checking and correcting every word whilst typing
- Right-hand clicking on a word can provide spelling tips and allow a selection from a list of possible words, works well if the word is nearly correct but can be useful never the less
- Always use File > Save As to give yourself time to consider if it needs to replace a file, needs a different name or file type or a specific place to save
- Always proofread a document because spellchecker and grammar check might not be correct in choice
- When typing an address, line spacing can be kept with a 'soft carriage return' by holding the shift key in whilst pressing the carriage return (enter key) on the keyboard. Handy for letter writing!



More tips and ideas



- Hitting the 'Home' button located above the arrow keys on the keyboard will take the cursor to the start of the line at the left-hand margin
- Hitting the 'End' button located above the arrow keys on the keyboard will take the cursor to the end of the line at the right-hand margin
- Faster selection:
 - Double clicking on a word will select the whole word and a space after it (if there is one)
 - Clicking once in the left-hand margin will select the whole of the line
 - Double clicking in the left-hand margin will select the whole of a paragraph
 - Triple clicking in the left-hand margin will select all text in a document
- Try to use the Shift key (the key on the keyboard located under the Caps Lock key and the carriage return / enter key) when requiring one upper case letter or a character displayed at the top of a key. Holding the shift key and hitting the required letter or character then releasing the shift key is less time consuming