

# [Learning tab 2](https://assignbuster.com/learning-tab-2/)

the enter keythe most popular use for the enter key in word processing is to put space between paragraphs. the tab keyhitting this key will give you an indent of five character spaces. ONLEARNING TAB 2 SPECIFICALLY FOR YOUFOR ONLY$13. 90/PAGEOrder Nowhighlighting textthis techniqe can save a lot of time. once you drag the mouse over the text to highlight it you can make it bold italicize it underline it and copy itSaveThe golden rule of word processing is probably save early, save often. printthe print dialog box is usually accessible from the file menu. Title barthe bar across the top of the document includes the name (or logo) of the software and the title of the document. menu barjust below the title bar this bar allows access to all of the available menu options. scroll barthe bar allows you to scroll through the foment both vertically and horizontally. tool bartoolbar give u access to the formatting functions of the software. insertion Pointthis is marked by your cursor it is where the text will appear as u start to type.