

Learning tab 2



the enter key the most popular use for the enter key in word processing is to put space between paragraphs. the tab key hitting this key will give you an indent of five character spaces. ONLEARNING TAB 2 SPECIFICALLY FOR YOU FOR ONLY \$13.90/PAGE Order Now highlighting text this technique 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 it Save The golden rule of word processing is probably save early, save often. print the print dialog box is usually accessible from the file menu. Title bar the bar across the top of the document includes the name (or logo) of the software and the title of the document. menu bar just below the title bar this bar allows access to all of the available menu options. scroll bar the bar allows you to scroll through the document both vertically and horizontally. tool bar toolbar give u access to the formatting functions of the software. insertion Point this is marked by your cursor it is where the text will appear as u start to type.