

Word Processing Tips

- ✓ After a *comma* - 1 space
- ✓ After a *period* - 2 spaces
- ✓ After a *word* - 1 space
- ✓ To *indent* - press tab
- ✓ To go to the *next line* - press enter
- ✓ To *delete* - press backspace
- ✓ To *capitalize* - hold down shift
- ✓ To type a *?, !, etc.* - hold down shift

