

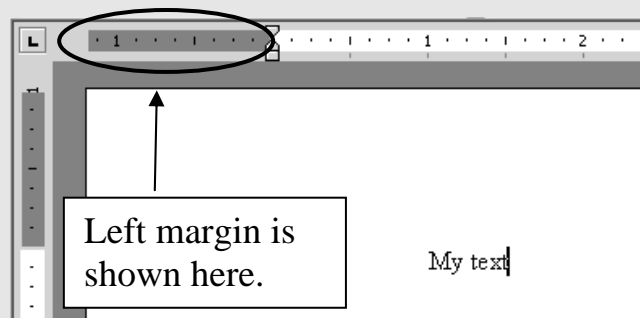
## 6

## Using the SPACEBAR key correctly

One of the biggest mistakes made by novices is to overuse the spacebar. Here we'll see some ways to avoid doing so.

We want to type text like that shown in Figure 6-1. It begins to the right of the left margin.

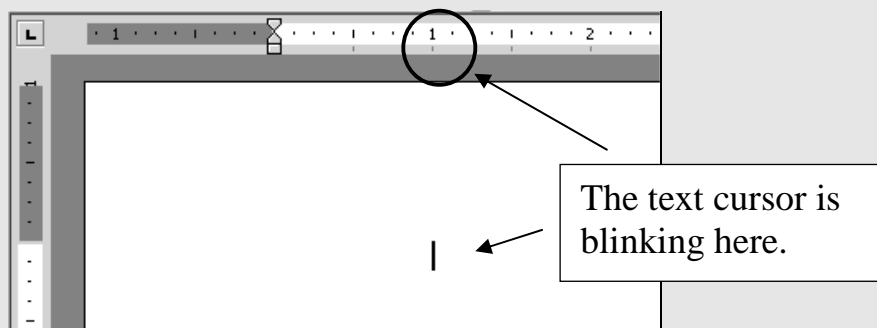
Figure 6-1



- 1 Open a new blank document.
- 2 Press TAB twice. Now the text cursor is blinking at the second tab on the ruler.

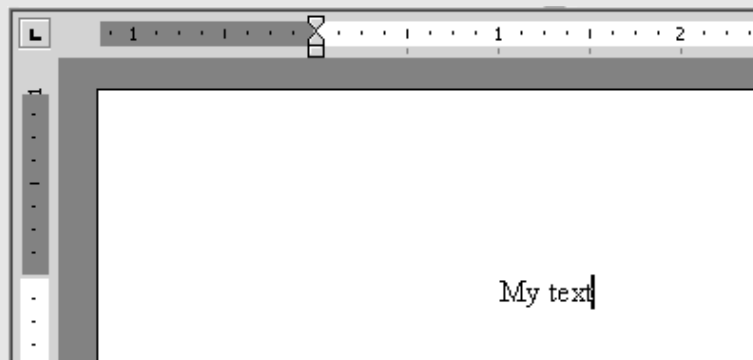
(Here again the exact positions of the tabs is not relevant in this exercise. So don't worry if they are not aligned with the ones in this example.)

Figure 6-2



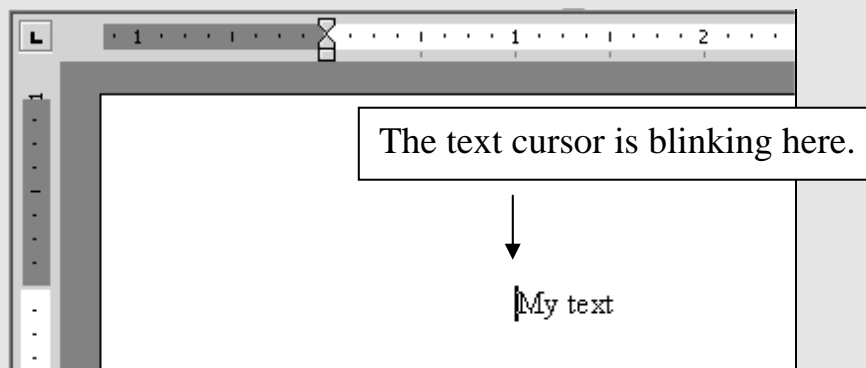
### 3 Type the words “My text”.

Figure 6-3



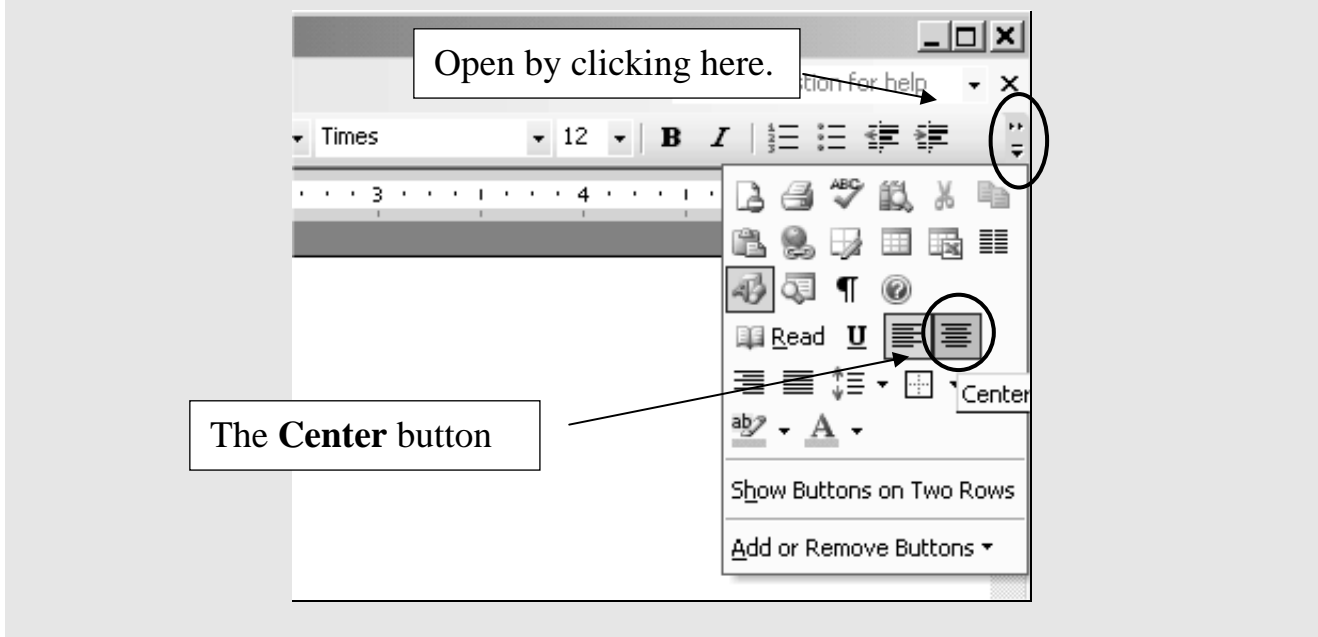
- 4 Next we want to move the text back to the left margin. Click immediately before the text so that the text cursor is blinking in front of the text, as in Figure 6-4:

Figure 6-4



- 5 Press BACKSPACE twice.
- 6 Now we want to center the text. However, it may happen that the appropriate button is not visible on the **Formatting** toolbar but must be searched out first. If that's the case, open the end of the list on the **Formatting** toolbar by clicking the arrow on the right end of the toolbar, as shown in Figure 6-5 below:

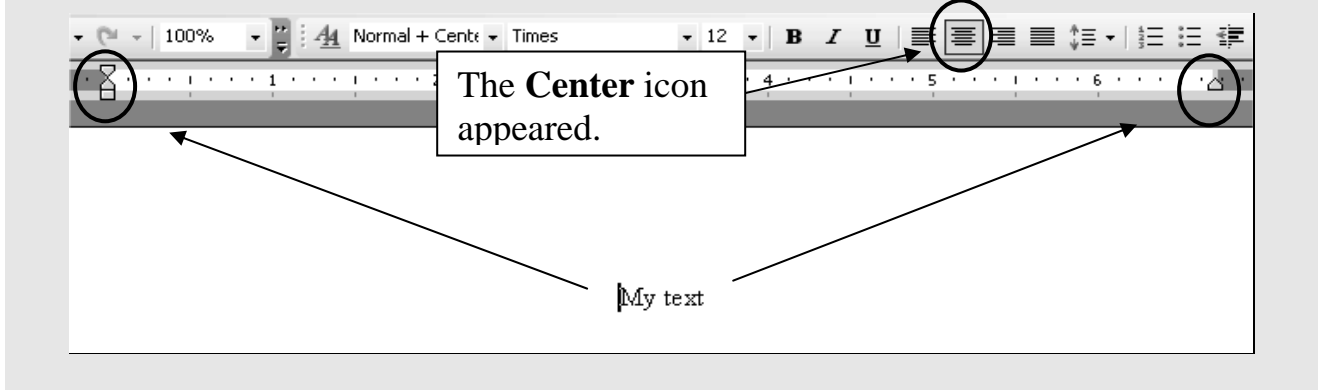
Figure 6-5



7 Click the **Center** button, as shown in Figure 6-5 above.

Now the text is centered:

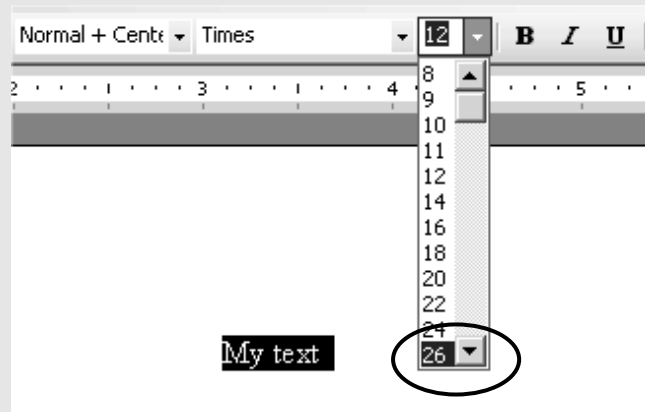
Figure 6-6



8 Click three times on the text so that the entire text becomes selected.

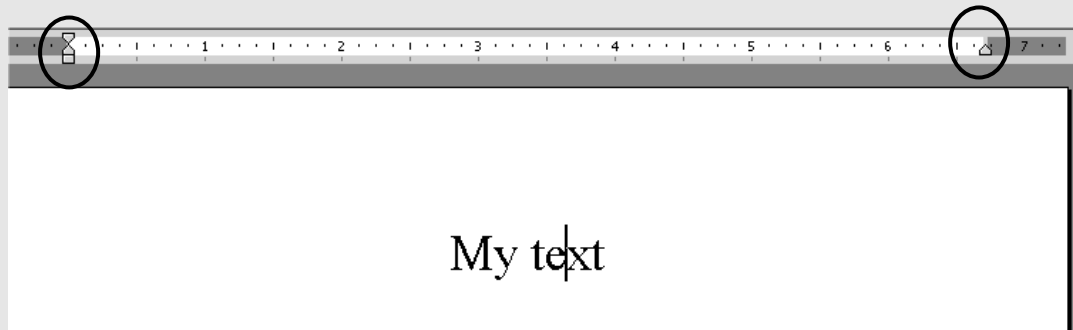
9 Change the font size to 26pt, as shown in Figure 6-7 below:

Figure 6-7



**10** Click somewhere outside the selection.

Figure 6-8

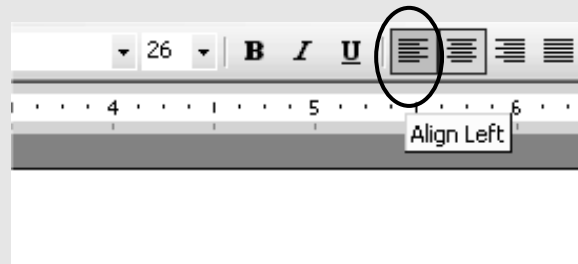


Note that the visible text is still centered. (If there had been spaces before the text, it wouldn't be centered anymore.)

Now we want to move the text to the left margin.

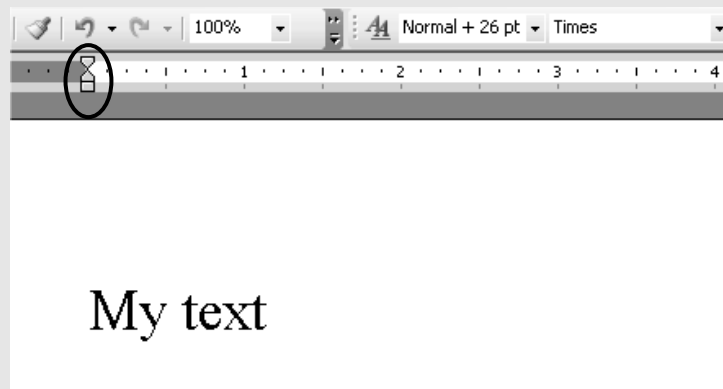
**11** Click the **Align Left** button on the **Formatting** toolbar, as shown in Figure 6-9 below:

Figure 6-9



Now the text begins from the left margin:

Figure 6-10



Now we want the text not so centered but a little bit to the right.

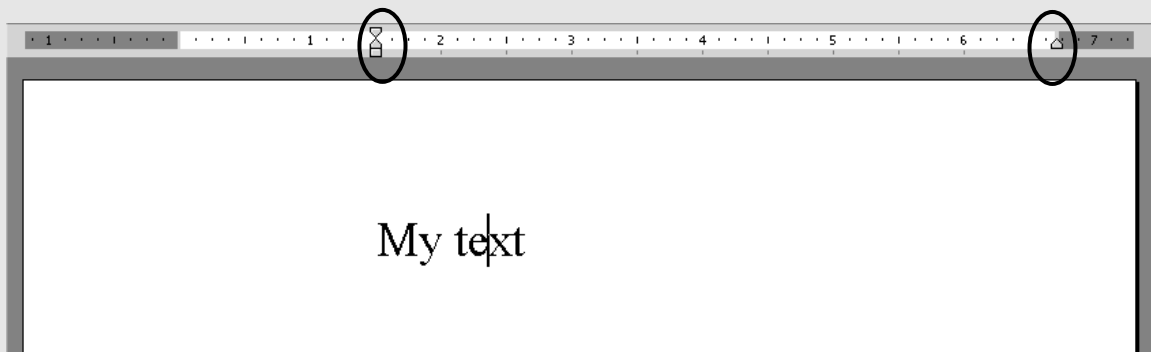
- 12 Click three times on the **Increase Indent** button on the **Formatting** toolbar, as shown in Figure 6-11 below:

Figure 6-11



Now the text begins from the third tab:

Figure 6-12



So we moved the text a lot, but at no point did we use the spacebar. The only space mark is between the words “My” and “text”. It is not needed elsewhere.

**13** Close the document without saving.

## Summary

The message in this chapter is that the SPACEBAR key should be used **only** when it is the right key to be used.

Use the SPACEBAR (but only once):

- between two words
- after a punctuation mark
- as a thousand separator in four or more digit numbers

Do **not** use the SPACEBAR:

- to align text
- to indent text
- to move text over on the page
- to create text or numbers in columns