

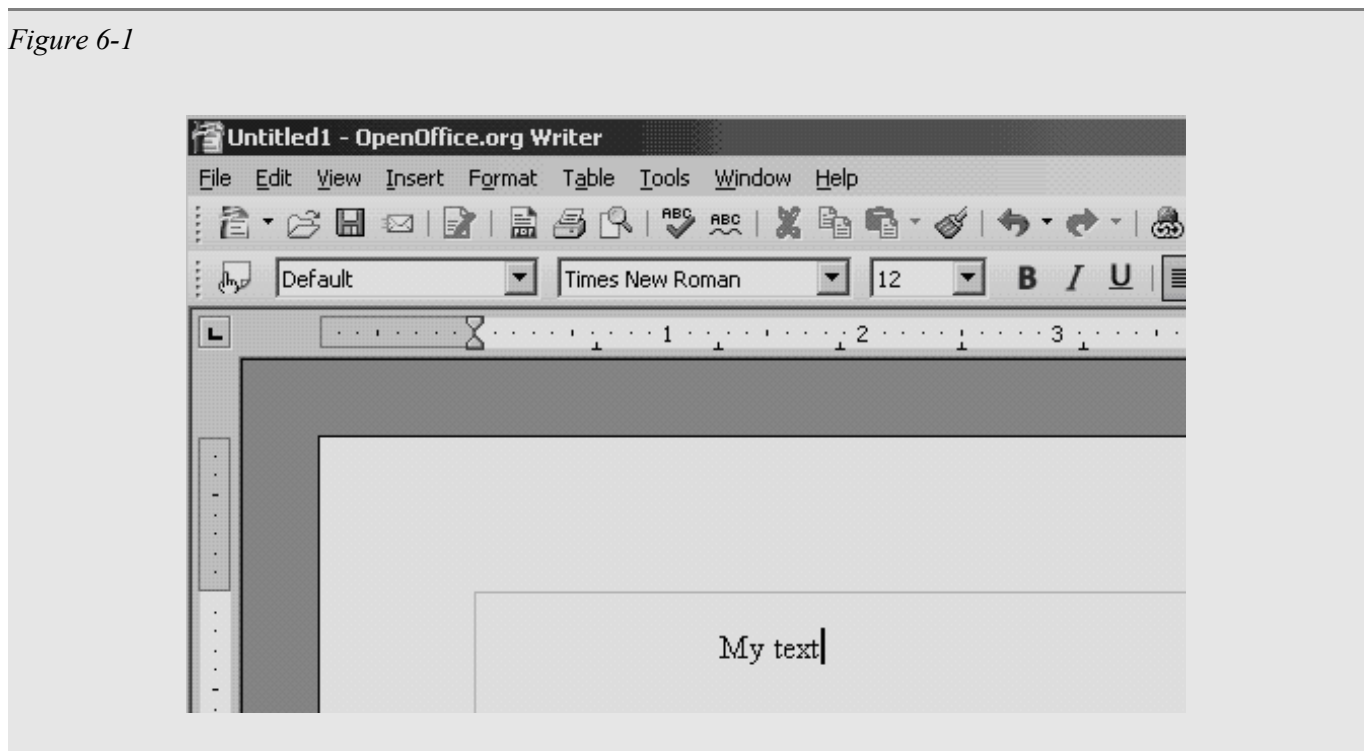
## 6 Using the Spacebar key correctly

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

- 1 Open a new blank document.

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

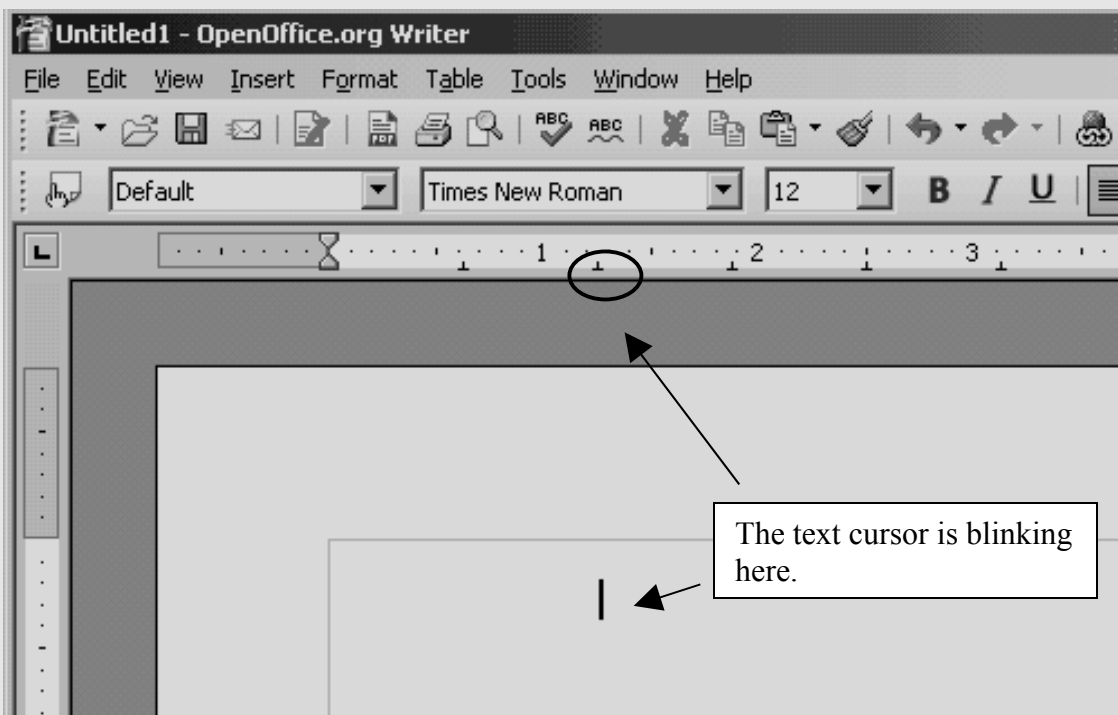
Figure 6-1



- 2 Press *Enter* once.
- 3 Press *Tab* twice. Now the text cursor is blinking at the second tab on the ruler.

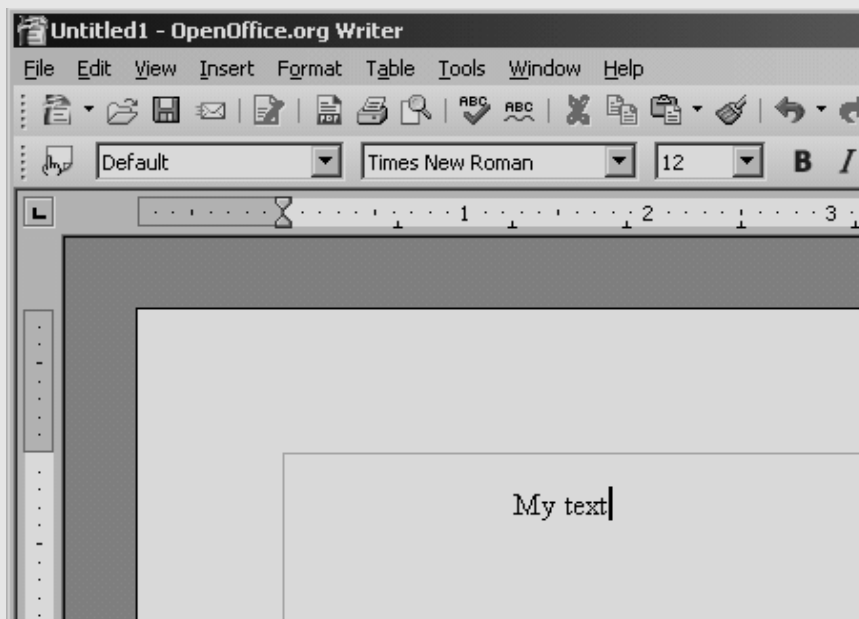
(Here again the exact positions of the tabs is not relevant in this exercise. So don't worry about that if they aren't exactly as in these figures.)

Figure 6-2



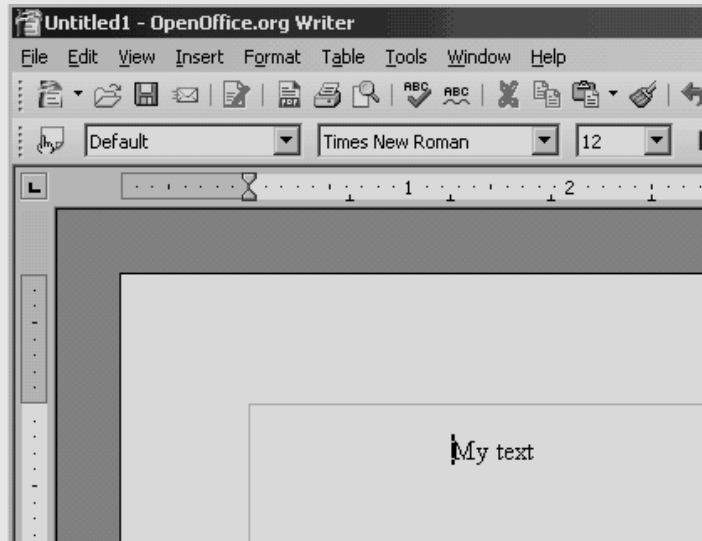
4 Type the words 'My text'.

Figure 6-3



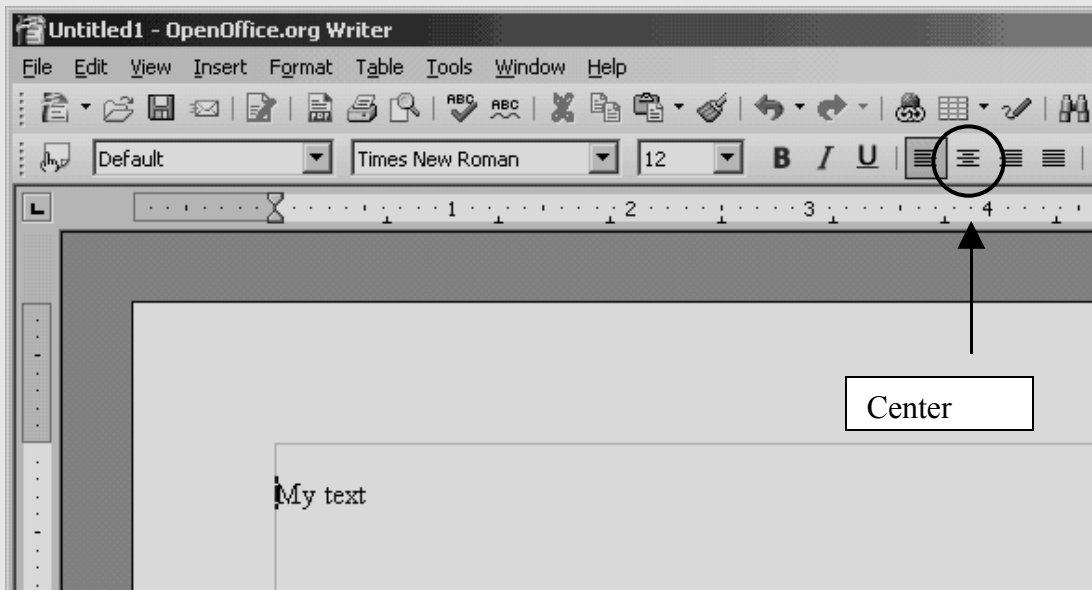
- 5 Next we want to move the text back to the left margin. Click immediately before the text so that the text cursor is blinking in front of the text as in Figure 6-4:

Figure 6-4



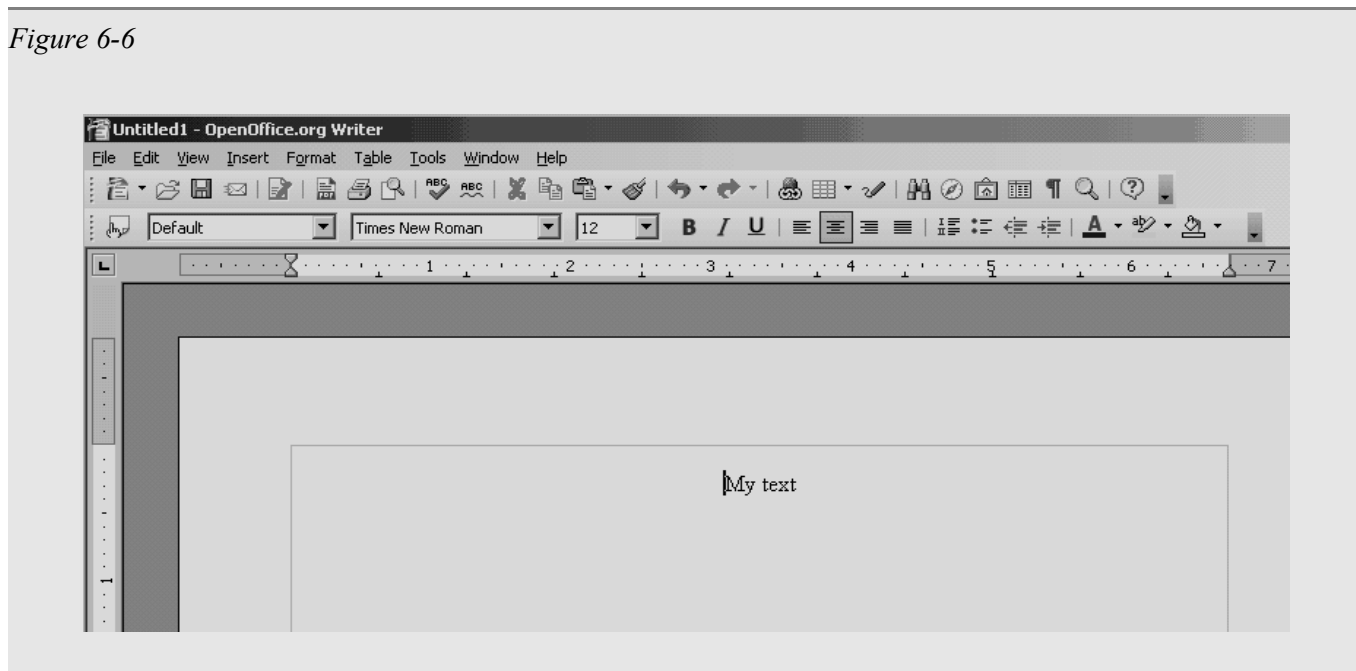
- 6 Press *Backspace* twice.

Figure 6-5



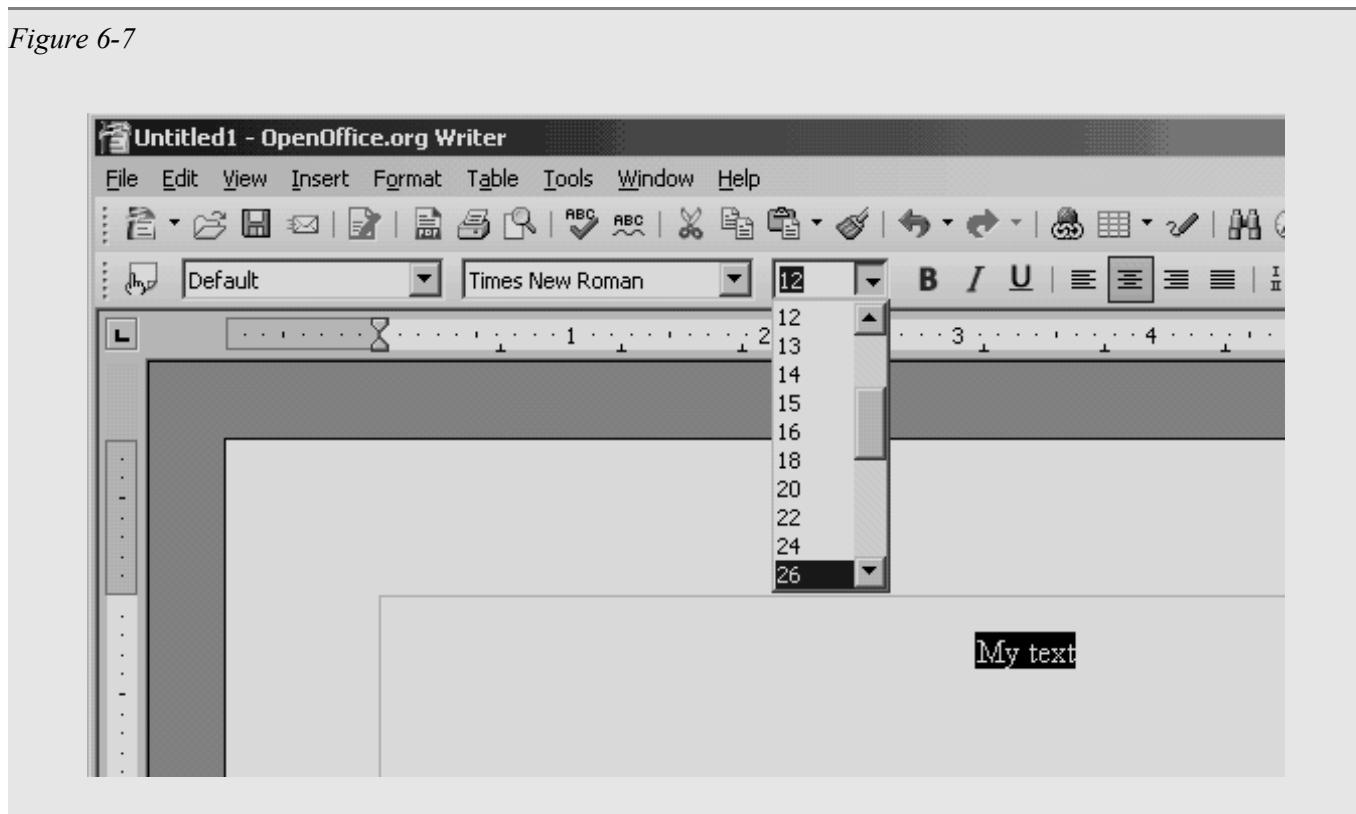
7 Now we want to center the text. Click the **Center** icon on the Formatting toolbar.

Figure 6-6



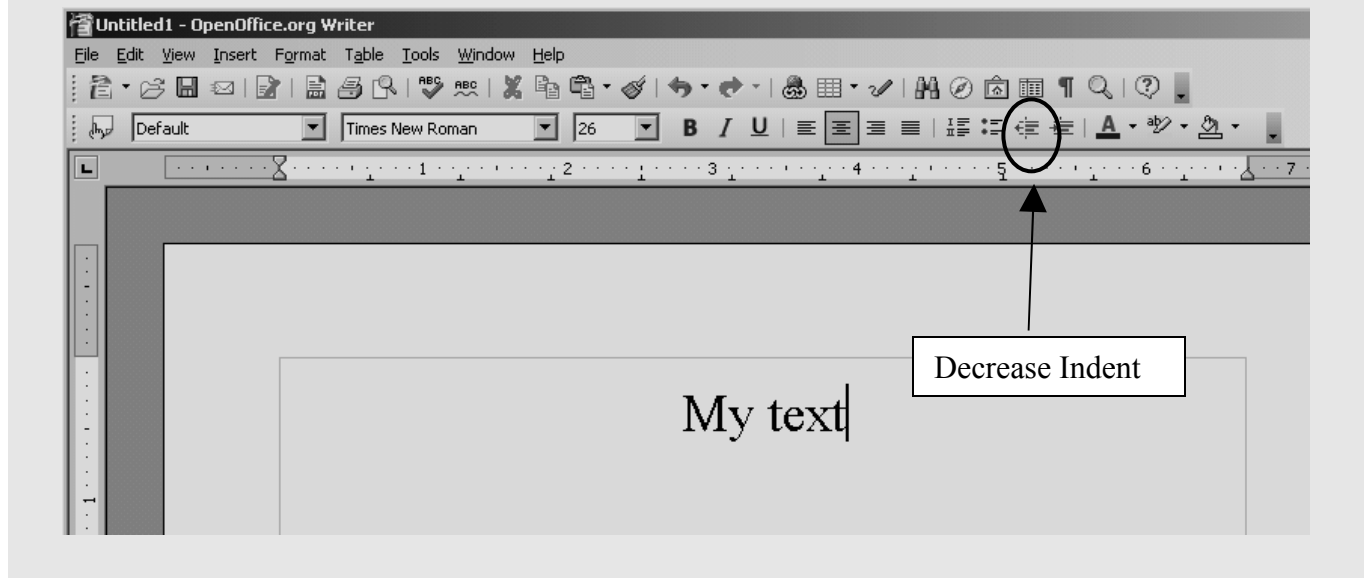
8 Click three times on the text so that the entire text becomes selected.

Figure 6-7



9 Change the font size to 26.

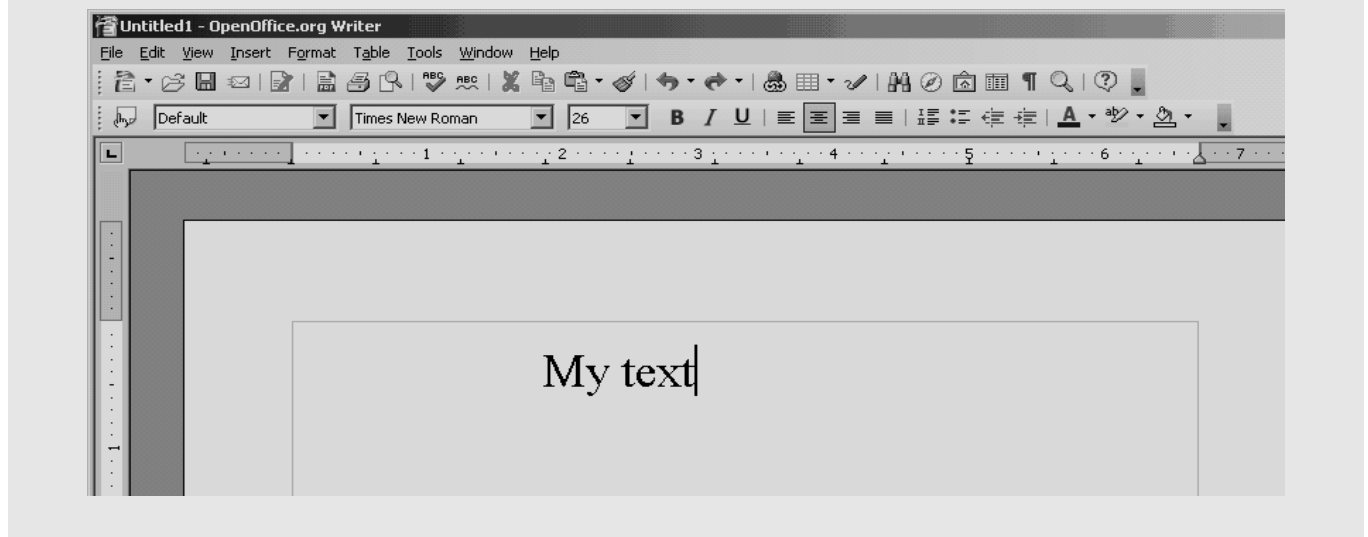
Figure 6-8



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

10 Now we want the text not so centered but a little bit to the left. Click three times on the **Decrease Indent** icon on the Formatting toolbar.

Figure 6-9



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.

**11** 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