

TIPS ON HOW TO SELECT TEXT IN YOUR DOCUMENT

- **Double-click** on a word: Selects the word
- **Triple-click** on a word: Selects the paragraph
- **Ctrl + Click** on a word: Selects the sentence of the word
- **Ctrl + A**: Selects ALL the text in the document
- **HINT**: When Highlighting a Paragraph, try starting at the END

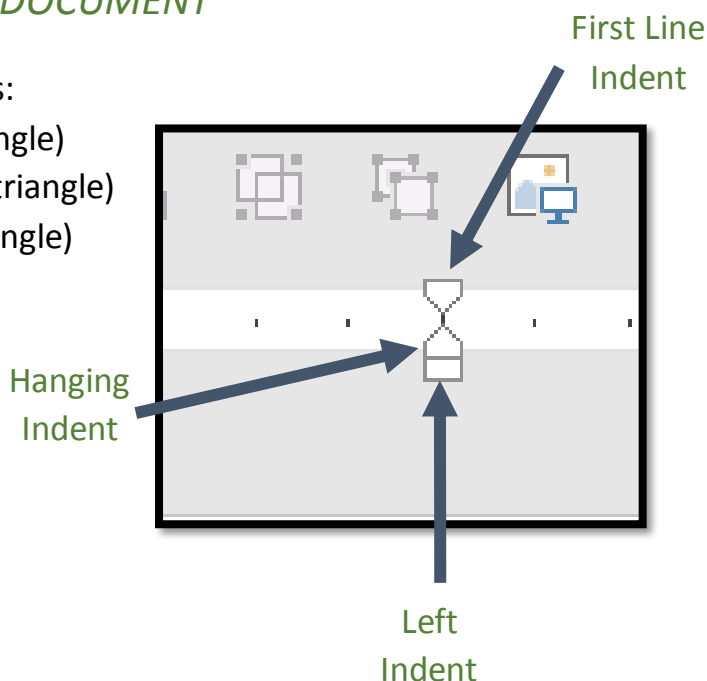
HOW TO ADJUST LINE SPACING IN YOUR DOCUMENT

- To single-space text: Highlight paragraph and press **Ctrl+1**
- To double-space text: Highlight paragraph, and press **Ctrl+2**
- For 1.5 Line Spacing: Highlight paragraph and press **Ctrl + 5**

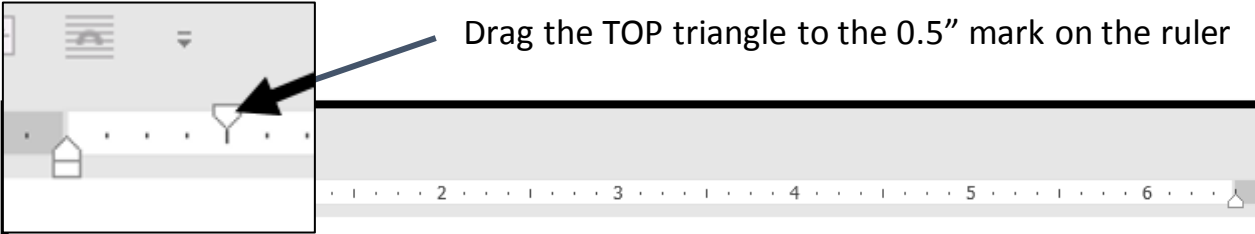
USING THE RULER IN YOUR DOCUMENT

Ruler is made up of THREE parts:

1. First Line Indent (top triangle)
2. Hanging Indent (bottom triangle)
3. Left Indent (bottom rectangle)



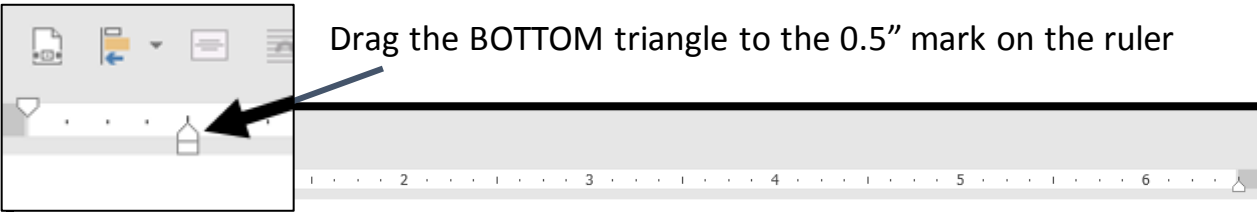
USING THE FIRST LINE INDENT FEATURE



Drag the TOP triangle to the 0.5" mark on the ruler

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other.

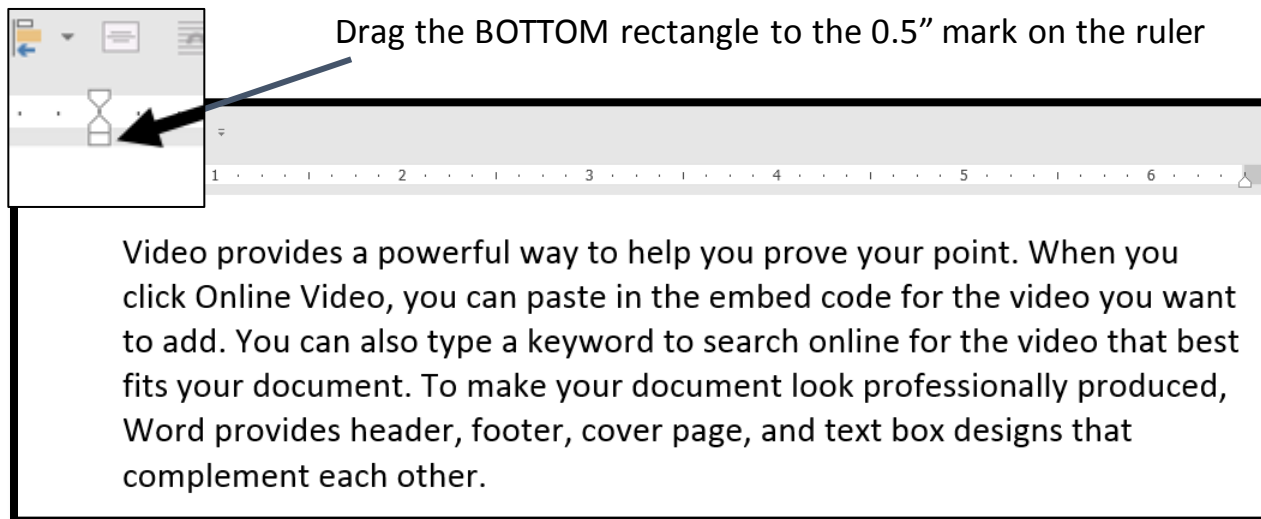
USING THE HANGING INDENT FEATURE



Drag the BOTTOM triangle to the 0.5" mark on the ruler

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USING THE LEFT INDENT FEATURE



Drag the **BOTTOM** rectangle to the 0.5" mark on the ruler

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