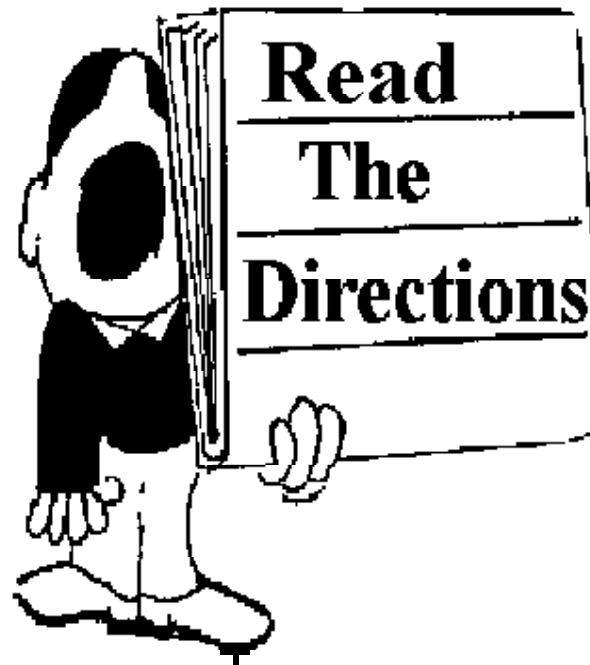


The Official
Rules
Of
Word Processing

#1 Follow the directions for font, font style, and size.




#2 How many spaces go between words and after commas?

#2 How many spaces go between words and after commas?

1

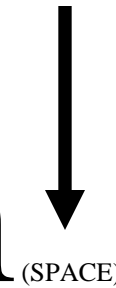
#2 Put one space between words
and after commas.

Just wait,  I'm not
ready to go yet.

#2 Put one space between words
and after commas.

Just ↓
(SPACE) wait, I'm not
ready to go yet.

#2 Put one space between words
and after commas.

Just wait, I'm  not
ready to go yet.

#2 Put one space between words
and after commas.

Just wait, I'm not
ready to go yet.

(SPACE)



#3 What types of punctuation will you find at the end of sentences?

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- Period

- ! Exclamation Point

- ? Question Mark

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- Period

- ! Exclamation Point

- ? Question Mark

- ” Quote Marks

-) Parentheses

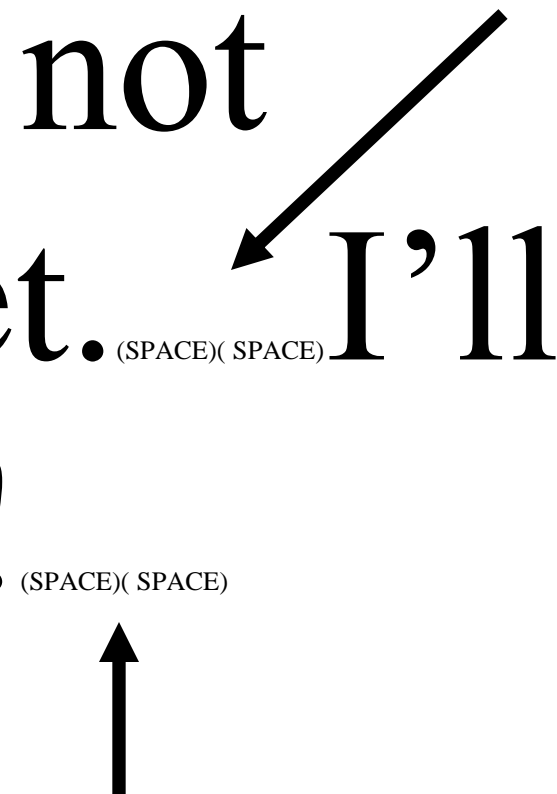
#3 How many spaces go after periods and all closing punctuation?

#3 How many spaces go after periods and all closing punctuation?

2

#3 Put two spaces after periods and all closing punctuation.

Just wait, I'm not
ready to go yet. (SPACE)(SPACE) I'll
catch up later! (SPACE)(SPACE)

A diagram illustrating the rule of two spaces after closing punctuation. It shows the sentence "Just wait, I'm not ready to go yet. I'll catch up later!". The period at the end of "yet." is followed by two spaces, and the exclamation point at the end of "later!" is also followed by two spaces. An arrow points from the text "(SPACE)(SPACE)" to the two spaces after the period, and another arrow points from the text "(SPACE)(SPACE)" to the two spaces after the exclamation point.

#4 Do NOT type in all capital letters....

ABCDEF~~FG~~



#4 When do you use capitalized letters?

#4 What key do you use to make a single letter capitalized?

#4 Do NOT type in all capital letters...
use the SHIFT key to get single capital
letters.



#5 Keep typing! The computer will automatically go to the next line.



Type type type type type type type type type type
type type...



Don't press ENTER unless. . .

...unless you need to start a new
paragraph,
or are told to do so.


#6 When typing paragraphs...


I was very surprised to find out that I won a two week vacation to any place that I want to go! There are a lot of places that I wish to visit, so I hope that I can get too all of them in two weeks! The first place that I would like to go is Eastern Europe. There are many small countries and provinces that are neat. Romania is a small country that has villages, and some castles. There is actually an area there called Transylvania, which is where it is believed that Dracula is from. I don't really believe in vampires, but most of the people in Romania are superstitious, and believe in things that we in America don't.


While in Eastern Europe, I would definitely have to go to Russia. I have saw pictures of the palaces in cities such as Moscow and St. Petersburg. The Cathedral of St. Basil in Moscow is one of the most beautiful buildings in the world, and is a trademark of Russia. Russia is a very big country, and very cold up in the north. I would like to bring back some icons, and some big furry hats that the people wear in the winter.

Another place I would like to visit is England. I was already in England once, but I did not see it all. I would like to return some day so that I can see more. When I was in

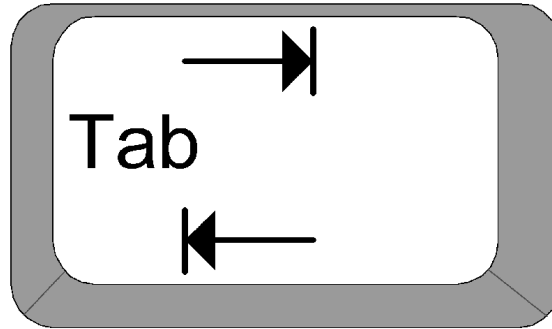
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#6 ...press TAB once to indent your paragraphs.



#6 Press TAB to indent your paragraphs.

(TAB)

When Christmas comes I always think about
was young. Christmas had many
me. I always enjoyed getting time
We usually had a week off, and
I spend most of that time



TAB

When

#7 Use **BOTH HANDS** when typing.



