

Your Name is typed here
Your room number is typed here

Keyboarding is Your Title

Be sure to indent your paragraph by placing five spaces to begin each paragraph. This is one way to designate the start of a paragraph. Another way is to use your "Tab" key to indent. A third way is to press the "Enter" key two times between your last paragraph and the start of your new paragraph.

Something to be careful of while you are keyboarding is to place one space after each word. All punctuation is "squeezed" up against the last letter you type and then the space bar is pressed ONE time. The quotation mark at the beginning of a quote has no space before it is "squeezed" up against the first letter.

The computer will automatically wrap your sentences to the next line when it has run out of space to type. You should allow the computer to wrap the sentences instead of pressing the "Enter" button. Many students want to press the "Enter" button after each sentence they type, this is incorrect.

When starting a new paragraph you will want to press the "Enter" key twice. Next, be sure to indent the paragraph by pressing the space bar five times.

When you have finished your paper, be sure to check your spelling before you turn in your work. To do so you can click on the ABC icon bar. Text that has been identified as misspelled will be shown with a red underline. The underlined word can be changed by right clicking and then choosing the correct spelling. Please remember that not every name is in the dictionary. If you know a name is spelled correctly, ignore it and move to the correct word. Sometimes we misspell a word and the program can't figure out what we mean. You may need to use a dictionary or ask for help.