

## Making sense...

It's Prttey fnuny how we can raed tihs einrte snetnece wthi all tehse ltters all out of palce, and we can cnotniue to keep raednig and sitll mekas snece of waht we are raeding. No mttar how mnay tmies you raed tihs oevr and oevr you can sitll mkae snese of it. How is taht pssoible?

**Answer:** As long as the first and last letter of the word is in its correct position, you can position the middle letters in any order and still make sense of it. Our eyes just glance at the first and last letters of a word.

*(not that we recommend this approach!)*

## MY SPELL CHEQUER

I have a spelling chequer,  
it came wit my pc.  
It clearly marques four my revue  
mistake's eye did knot sea.  
I maid it cheque this little rime.  
Its vary nice too no  
thee wards are awl correctly spelt;  
my chequer tolled me sew.

*Extract from "Candidate for a Pullet Surprise" poem  
by Mark Eckman and Jerrold H. Zar*

## Snappy corrections

Instead of using the spell checker once you've finished writing a document, you can correct words as you type. Right-click on a red-underlined word and Word will show you a menu of replacements it thinks are suitable. This also works for green-underlined phrases that Word thinks are not grammatically correct. Right-clicking them will again open a menu with suggested replacements.

## Shortcuts

We've done a 'straw poll' of our most used (and useful) keyboard shortcuts and have listed them here for you to try for yourself:

- Line spacing – highlight the selected text then type:
  - **Ctrl 1** Single-space all the lines in selection
  - **Ctrl 2** Double-space all the lines in selection
  - **Ctrl 5** 1.5-space all the lines in selection
- **Shift F7** to use the Thesaurus
- **Windows button + D** Takes you to your desktop.

## Bullets

Have you ever wondered how to create a bulleted list when you are using a programme that doesn't have an automatic bulleting feature – Excel for example?

- Simply press "Num Lock" in the upper left-hand corner of your numerical keypad
- Press Alt
- Type 0149

.... and a bullet will appear in your text.

## Select lots of text

It can be very difficult to select more than a few paragraphs of text at once using only the mouse, particularly if you have a fast PC, as the text will zoom past before you notice. But you can select large amounts of text easily by placing your cursor where you want your selection to start, press and hold the shift key and then move your cursor to where you want to end.

## The Print Screen button..

..on your keyboard appears to do nothing when pressed but... when Windows is running, pressing Print Screen creates an image of the entire screen and puts it into the clipboard. This image can be pasted into into a Word document or any graphics program. (Press Ctrl-V to paste, or right click and press paste).