

STEPHAN'S WORD PROCESSING COMMANDMENTS

1. I will save my files before doing any work on them.
2. I will use document templates.
3. I will define and use styles to format text.
4. I will use local formatting sparingly.
5. I will learn at least six keyboard shortcut keys.
6. I will never use the enter key or spacebar to align text. Ever.
7. I will use other tools for working with numerical data, graphics, charts, and high-end layout and design.
8. I will design well-structured, readable documents with level headings, lists, and pagination.
9. I will refer to style manuals and dictionaries before relying on spell- and grammar-check tools.
10. I will refer to the Help system (F1) and free online tutorials.