

# Triple Nuggets – 1

## Caps Lock

DOES THIS LOOK FAMILIAR?

How many times have you typed a sentence or paragraph and not realised that the caps lock key is on?

Well – you may not know that you don't have to retype it all!

Highlight your word, sentence or paragraph and then hold down your shift key and press F3. This toggles between all capitals, first letter capital and all lower case.

## Indenting Bullets

- Ever tried to pull
  - | your bullet points
    - back into line
      - and had trouble

Hold down Alt, Shift and Left Arrow while on the line you want to move and you regain control.

## Page Break

Want to make sure you get a new page for your next paragraph?

Hold down Ctrl key and press enter!