

SLO 1.3

Using Paragraph Breaks, Line Breaks, and Non-Breaking Spaces

Use paragraph and line breaks to organize a document into more readable groups of text. Several types of breaks are available to create professional-looking documents.

Paragraph Breaks

The **Enter** key inserts a **paragraph break** and is marked by a **paragraph symbol** that displays at the end of each paragraph when **Show/Hide** is active (Figure 1-14). Use paragraph breaks to control the amount of white space between paragraphs of text within a document. Press **Enter** to create blank lines between paragraphs.

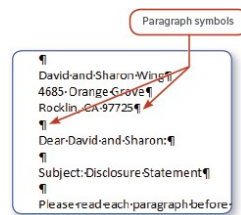


Figure 1-14 Paragraph breaks after and between lines

Line Breaks

Use **line breaks** to control breaks between lines or sentences of text. The distinction between a paragraph break and a line break is that when line breaks are used, the text separated by line breaks is treated as one paragraph. Press **Shift+Enter** to insert a line break.

Use line breaks within a numbered or bulleted list to allow for multiple lines of text on separate lines or blank lines between the text without creating a new number or bullet (Figure 1-15). Compare the difference in line break characters and paragraph break characters.

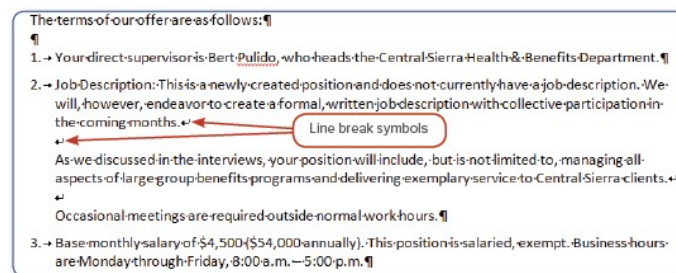


Figure 1-15 Line breaks used in a numbered list

Spaces and Non-Breaking Spaces

Use the **Spacebar** to insert a space between words. Current practice dictates one space after most punctuation marks, including periods, commas, semicolons, and ending quotation marks. Do not use spaces after a beginning quotation mark, before or after a hyphen in a hyphenated word, or when using a dash.

Occasionally, word wrap separates words that you may want to keep together. For example, you might want a person's first and last name or a date together on the same line. In this case, use a **non-breaking space** to keep words together on the same line. To insert a non-breaking space, press **Ctrl+Shift+Spacebar** between words rather than inserting a regular space. In Figure 1-16, a non-breaking space is used between 8:00 and a.m. to keep this text together.

Non-breaking space

3. → Base monthly salary of \$4,500 (\$54,000 annually). Business hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. ¶



Figure 1-16 Non-breaking space used to keep text together

MORE INFO

Ctrl+Shift+Hyphen inserts a non-breaking hyphen, which can be used to keep hyphenated words on the same line.