**Create dummy text to hold a place for later text using the “lorem” function**

**Create dummy text to hold a place for later text using the “rand” function**

**Double click anywhere on a page to place the insetion point there**

**To draw a straight line, type 3 hyphens – and press Enter**

**To draw a “Registered” symbol, type the letter “r” between brackets**

**To draw a “Copyright” symbol, type the letter “c” between brackets**

**To type a “trade mark” symbol, type the letters “tm” between brackets**

**For a degree symbol, hold down Ctr-Shift-@ followed by the Spacebar**

**To add numbers to a table column, point above the column, select when you see the little black down arrow, and choose a bullet point**

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**Use Shift-F3 to toggle through cases**