

Type in the Middle or Anywhere in a Document

Now you can type anywhere in an MS Word document. No need to keep pressing space bar to position typing cursor. This feature is available in Office XP and above.

Ah! I was just thinking that it has been a couple of weeks since I had published an article on Microsoft Word. And guess what! Just now someone asked me a very simple question whose answer is equally simple. The person asked me how to begin to type in the middle of an MS-Word document. Usually typing begins on the left edge of the document. The question is whether you can begin to type, for example, one inch from the left edge?

Well, I am sure you all know that you can keep pressing **spacebar** until the blinking cursor reaches the exact point in a line where you want to start typing. You can use TAB key also, but **TAB** gives you lesser precision on positioning (do you know that, by default, one TAB is equal to eight spaces?).

But if you don't want to get into this business of pushing a line to the right by filling spaces on the left – then you have another neater method.

Double Click to Type Anywhere

Since, I guess, Microsoft Office XP, the MS-Word has been coming with a feature that enables you to type anywhere in the document. Just double click anywhere in the document and your typing cursor will be placed exactly at that place.

With this feature, Microsoft intended to imitate a paper sheet in MS-Word. You can write on a paper sheet wherever you want. Now you can do the same in your computer as well. Say good bye to position text with the help of spaces!