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John Pierce is an expert on Microsoft Office, and has written several books, including coauthoring the MOS 2010 Study Guide for Microsoft Word Expert, Excel® Expert, Access®, and SharePoint®. A Microsoft employee for nearly 12 years, John now enjoys being a freelance writer and editor.

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1. Type in a few words, pressing the <spacebar>once after each word to separate them (the spacebar is the long key along the bottom of the keyboard) If you are not very fast at typing just type some imaginary words, pressing keys at random, but remember to include spaces between the words. 2.

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