Welcome to the Tech-Talk Database (www.tech-talk.com). Login in with your organization’s member username and password. Use these key techniques to create a cool document.

**EFFICIENT**

1. **PARAGRAPH SPACING:** Don’t just keep pressing “Enter” to make a wider space between paragraphs, use the paragraph spacing function.  
   [https://www.tech-talk.com/word-paragraph-spacing.html](https://www.tech-talk.com/word-paragraph-spacing.html)

2. **PASTE OPTIONS:** Take a look at how your pasted content will look. You have choices.  
   [https://www.tech-talk.com/word-tricks-for-previewing-paste-options.html](https://www.tech-talk.com/word-tricks-for-previewing-paste-options.html)

3. **FORMAT PAINTER:** Do you know what “double-clicking” will do?  

4. **MOVING/UNLOCKING GRAPHICS** - A quick change in its format settings unlocks the image  

5. **EASY WAY TO NUDGE GRAPHICS** – Move an image in the slightest amount  
   [https://www.tech-talk.com/word-3-ways-to-nudge-graphics.html](https://www.tech-talk.com/word-3-ways-to-nudge-graphics.html)

6. **MISBEHAVING BULLETS:** When bullets and formatting goes awry, this fixes it.  

7. **ADJUST BULLET INDENTATION:** Knowing how to move these three settings helps.  

**ARTISTIC**

8. **LINE BETWEEN COLUMNS:** A sophisticated touch that makes your message look polished.  

9. **SIDEBAR ACCENTS:** Here’s a way to showcase important thoughts.  

10. **INSERT ICONS AND MORE:** Now all these images are at your fingertips in all Office software.  
    [https://www.tech-talk.com/have-you-used-the-new-icons.html](https://www.tech-talk.com/have-you-used-the-new-icons.html)

11. **DESIGN:** Learn basic principles for using fonts and color. **Search Topic: Communicate - With Design**  
    [https://www.tech-talk.com/category/communication/design](https://www.tech-talk.com/category/communication/design)

12. **SMALL CAPS:** Convert upper and lower case to SMALL caps (not ALL caps) for a sleek look. *(In Font)*