

6 mistakes in Word that should not be made

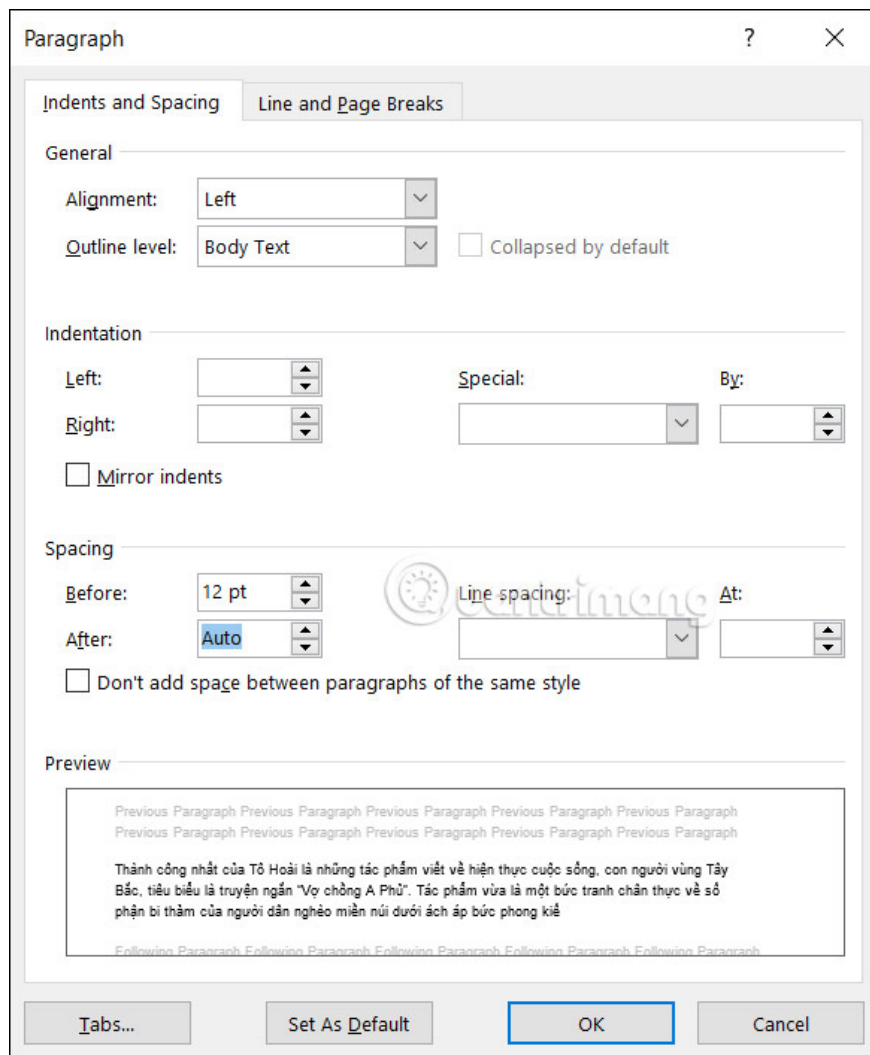
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Press Enter to create spacing in Word

Many people have the habit of pressing Enter to break lines between paragraphs or content. However, there will be cases where there is no space between lines, so reading the document may not know where the previous paragraph ends. If you press Enter twice, the format will be affected.

So if you want to create space between lines or paragraphs in Word, there will be separate settings.



Manually bold the title

If you press the Word key combination Ctrl+B to bold the title, it is not a professional and correct operation when working with titles in Word. You need to use a separate format for titles in Word.

At the title in Word that we want to format, we click Heading format as shown.

Using too many fonts

Using too many fonts in Word without consistency will reduce the professionalism of the document. Even if you use different formatting styles, the document basically needs to use one basic font.

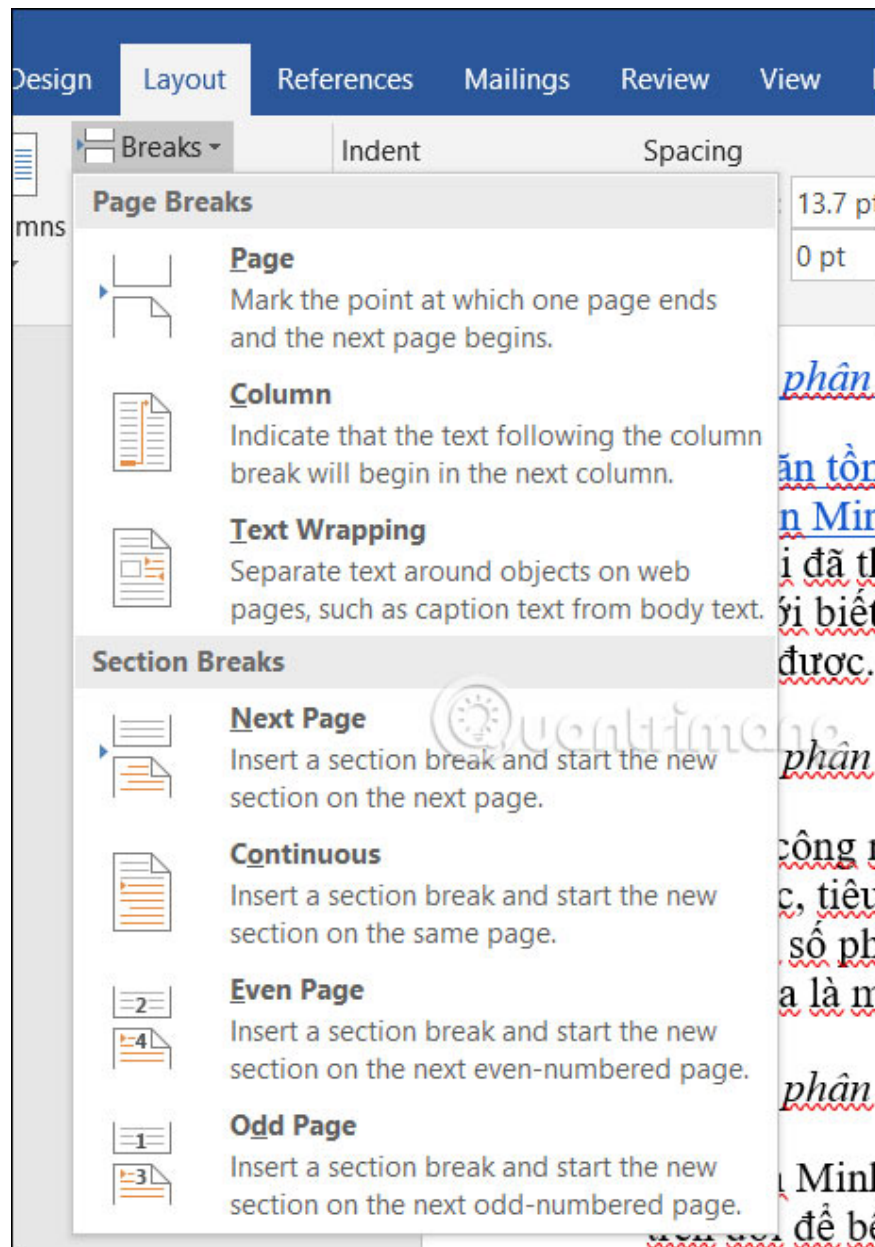
Some fonts you can use:

1. Serif fonts are traditional title fonts such as Times New Roman or Georgia.
2. Sans serif fonts such as Aptos and Calibri.

3. Script fonts: such as Brush Script MT and Lucida Handwriting, create handwritten fonts for digital signatures or invitations.
4. Monospaced font: default typeface for code editors such as Courier New, Lucida Sans Typewriter

Press Enter to go to a new page

Instead of pressing Enter continuously to move to a new page, you should use the Breaks tool to create paragraph or page breaks in Word.

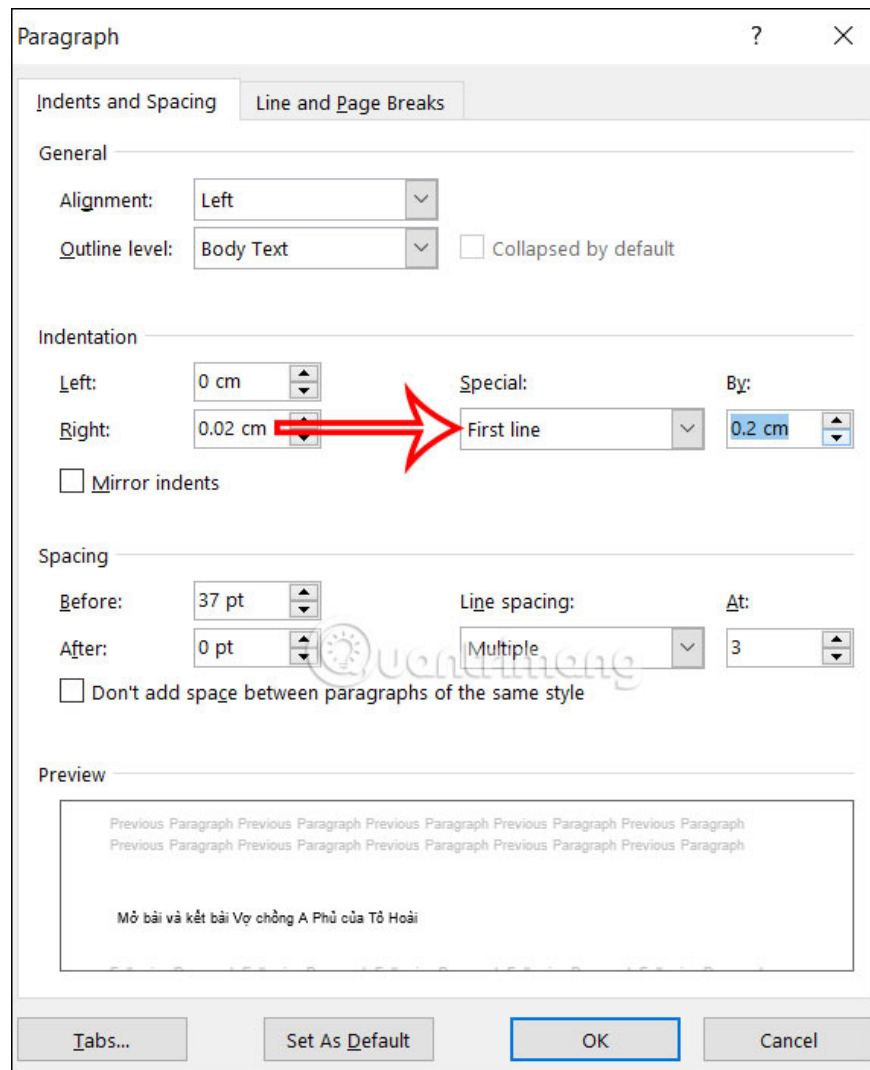


Use the spacebar to indent the first line

Many people often use the space bar to indent the beginning of a line, but this operation is completely wrong. We will use the ruler in Word to adjust the margins for the first line in a paragraph, or the margins for other paragraphs.

Or you can also set the indent size for the first line in Word. In the Paragraph group in Word, click on the expansion arrow icon. Then, under Special, select First Line and adjust the alignment size you want.

Thus, all first lines in Word are indented according to the set size.

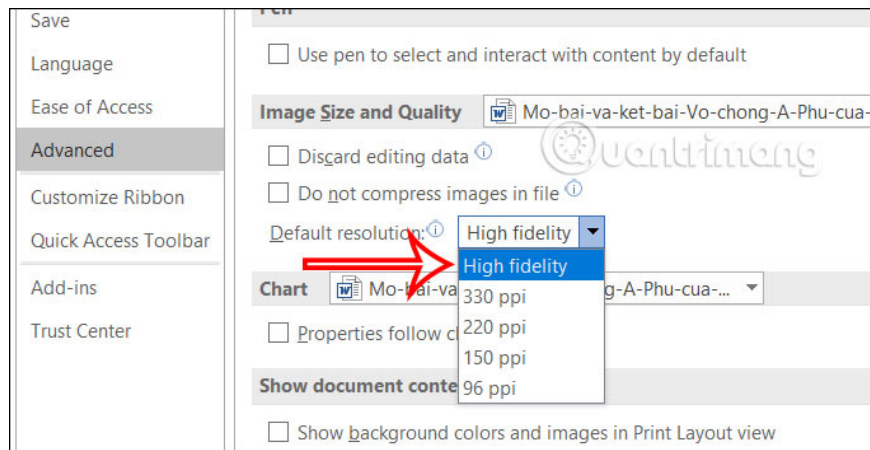


Use WordArt and low quality images

Using WordArt in Word will reduce professionalism and affect the formatting of other documents. So use WordArt as little as possible.

Similarly, when inserting an image in Word, make sure the image size is at least 300 pixels. You can also change the default resolution in Word. Click on **File**, then select **Options**, then click on **Advanced**.

In the **Image Size and Quality** section , we adjust the default resolution to 300 ppi or High Fidelity and then click OK.



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