

,	1. Space <u>once</u> after a comma
;	2. Space <u>once</u> after a semi-colon
-	3. <u>No space</u> before or after a hyphen
:	4. Space <u>twice</u> after a colon
. ? !	5. Space <u>twice</u> after the punctuation at the end of a sentence for Period, Question Mark and Exclamation Mark
.	6. Space <u>once</u> after a period used with initials or titles
(7. Space <u>once</u> before an open parenthesis , no spaces after it
)	8. Space <u>once</u> after a closed parenthesis , no spaces before it
#	9. <u>No space</u> between the number and the number sign (The sign before a number is read `number`. When placed after a number it means `pounds`.)
&	10. Space <u>once</u> before and after the ampersand
\$	11. <u>No space</u> between the dollar sign and the number
@	12. Space <u>once</u> before and after the at sign , except in e-mail addresses
%	13. <u>No space</u> between the number and the percent sign
/	14. <u>No space</u> before or after the forward slash

Punctuation Rules

12/17/2012 - 12/21/2012

Description

Click on the link to open this pdf file ==>> [Punctuation Rules](#) It's okay to print the document so you may use this to key.

Follow the directions below to key to create your own *Fourteen Punctuation Rules* document

1. Create a two column table in word (16 rows by 2 columns)
2. Use the first row to label the columns *Symbol and Punctuation*
3. Type the symbol in the first column and the punctuation rule for this symbol in the second column
4. Use Calibri font, 26 pt font to key each of the Symbols and Calibri, 16 pt font for the Punctuation Rules
5. Bold the name of the symbol in each Punctuation Rule
6. Create a Header including your first and last name on the Left and the Document Title "Fourteen Punctuation Rules" to the Right
7. Create a Footer inserting your file name on the left and the date on the right
8. Save the file as 'Student Name_Punctuation Rules' in your Keyboarding Folder
9. Drag and drop this finished document into Mrs. Colbert's Inbox on G: for your block.
10. Use the borders, shading a patterns function of tables to add a festive flair to your document.

If you finish this project early, then please continue with Microtype Numeric Keyboarding Lessons #13 --14 due this week.