**Office 2013 Video Project 11: Nonbreaking Space & Nonbreaking Hyphen**

**Nonbreaking Space:**

1. Special space character that prevents two words from spitting if the first word occur at the end of a line.
2. Nonbreaking Space Keyboard: Ctrl + Shift + Spacebar

**Nonbreaking Hyphen**

1. Special Hyphen character that prevents two words from spitting if the first word occur at the end of a line.
2. Nonbreaking Hyphen Keyboard: Ctrl + Shift + Hyphen

Example from video:

Nonbreaking Space Keyboard: Ctrl + Shift + Spacebar

Nonbreaking Hyphen Keyboard: Ctrl + Shift + Hyphen

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**Office 2013 Video Project 12: Word Paste Special Text Keyboards**

**Ctrl Paste Special SmartTags “Succession Keyboards”**

1. Unlike normal Ctrl keyboards shortcuts (like Ctrl + C), with Ctrl Paste Special Keyboards the keys are not held down simultaneously, but rather, they the keys are hit in succession.
	1. Copy = Ctrl + C
	2. Paste Special Text Only = Ctrl + V, Ctrl, T
2. Ctrl Paste Special keyboards are “succession keyboards”

**Right-Click Key “Succession Keyboards”**

1. Right-Click key is between Window key and Ctrl.
2. Right-click keyboards are “succession keyboards”
3. Paste Special Text Only: Right-Click key, T

Example from video:

Ctrl Paste Special SmartTags Right-Click Key

Ctrl Paste Special SmartTags “Succession Keyboards”

Ctrl Paste Special SmartTags “Succession Keyboards”