

**Fantastic Features**  
(for Word and Excel)  
**and Where to Find THEM**  
(Here!)

*For your entertainment and enlightenment, allow me to present short tutorials on some Word and Excel features that you may find useful in your day-to-day work.*

**Issue #2**

**2020**

**NON-BREAKING HYPHEN, NON-BREAKING SPACE**  
(Also known as “Hard Hyphen” and “Hard Space”.)

**Non-breaking Hyphen**

A non-breaking hyphen is created when you need to keep information together, perhaps forcing a new line in word wrapping. Here is an example of a non-breaking HYPHEN.

Without a non-breaking hyphen:

“Please don’t hesitate to reach out if you need additional information. My phone number is 317-123-4567.”

Notice that the phone number has split into a new line without the hard hyphen. To increase readability, use a non-breaking hyphen between the numbers. This forces the entire phone number to move to the next line. (This is especially useful when typing Social Security numbers.)

Here is the same text with two non-breaking hyphens.

“Please don’t hesitate to reach out to me if you need additional information. My phone number is 317-123-4567.”

A non-breaking hyphen is created by pressing CTRL-SHIFT, Hyphen.

**Non-breaking Space**

Occasionally in text you will want to keep two words together. An example would be:

“The speedster was illegally traveling across the city posting speeds close to or exceeding 100 kilometers per hour.”

To ensure that ‘100’ is always connected to ‘kilometer’, place a non-breaking space between the two words. This increases readability and comprehension.

**With the non-breaking space:**

“The speedster was illegally traveling across the city posting speeds close to or exceeding 100 kilometers per hour.”

A non-breaking space is created by pressing CTRL-SHIFT, Space bar.

NOTE: *This feature DOES NOT WORK the same in Excel.*

*Have a question or feature you'd like addressed? Contact Caroline Laudig, FSSA Grants  
Office*