

Name: _____ Date: _____

A

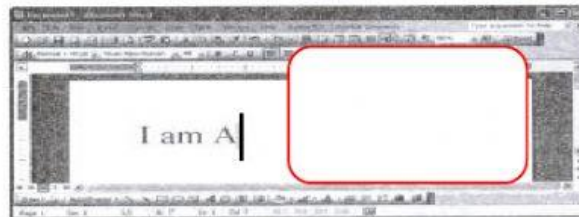
Deleting Text

Using the Key

Question: What key are you going to press after the character that you want to delete? Drag and drop the correct key.

1. Position the cursor after the character or word that you want to delete.

1

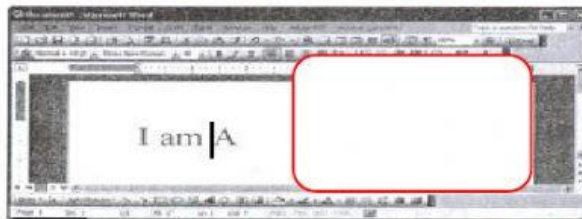


2. Press the  key to erase one character at a time.

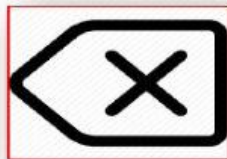
Using the Key

1. Position the cursor before the character or word that you want to delete.

2



2. Press the  key to erase one character at a time.



Q3-7. Choose the correct words to complete the following sentences.

3. Inserting text is as simple as _____.

4. Making changes in your document is called _____ it.

5. In editing a document, If you spell the word wrong you need to _____ it.

6. If you forget to type a word, you need to _____ the word.

7. If you _____ the words in the wrong order, you need to change them.

Inserting Text

Instructions: delete or erase the wrong letters by writing the correct spelling of the following words just like you are typing on your computers.

AutoSave Document2 - Word

File Home Insert Draw Design Layout References Mailings Review View Help

Calibri (Body) 11 A A+ A- B I U X Y Z Color Font Paragraph Styles

Normal No Spacing Heading 1 Heading 2 Title

Find Replace Dictate Editor Select Voice Editor

1. keyboard

2. input

3. space bear

4. control

5. cursor

6. computer

7. program

8. document

9. filename

10. delete

Page 1 of 1 0 words

Instructions: Type the following sentences by inserting the missing vowels in the correct

Layout References Mailings Review View Help

Normal No Spacing Heading 1 Heading 2 Title

1. St up straight

2. Crve yor fingers.

3. Tak a brak.

4. Save your wrk.

