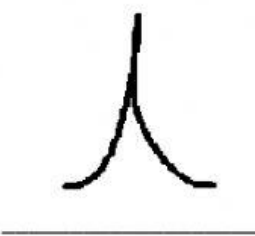
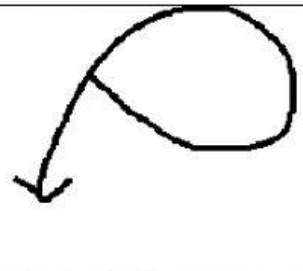
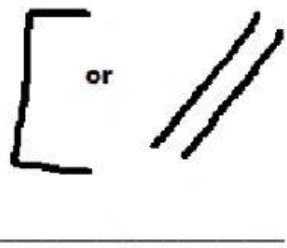
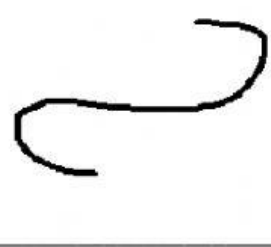


Name:

Date:

Correction Symbols

Click and drag the words in word box to the correct symbol.

<i>Run on</i> <i>Insertion bubble</i>			<i>Word Box</i> <i>New Paragraph</i> <i>Delete</i>	<i>Insertion Point</i>
				
				

Examine the following statements on how to achieve each correct. Fill in the blank with the missing words to make each process correct.

1. To join 2 paragraphs together you should place the cursor at the _____ of the second paragraph and press _____ twice.
2. To split one paragraph into 2 paragraphs you should place the cursor at the mark and press _____ twice.
3. To insert letters, words, symbol or space found above the point where the point is pointing. Place the _____ where the point is indicating and type in new information.
4. To insert letters, words, symbol or space found in the bubble where the point is pointing. Method - Place the _____ where the point is indicating and type in new information.
5. To delete the words that have the line going through it and insert the word(s) above. Method - Place the cursor before the word and press _____ to erase. Then type in the new information.