

Name: _____

Date: _____

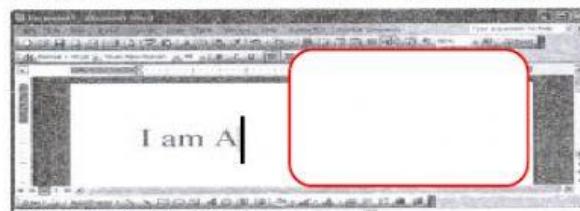
A

Deleting Text

Using the [] Key

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

1

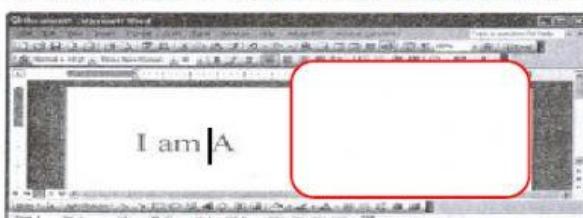


2. Press the [] key to erase one character at a time.

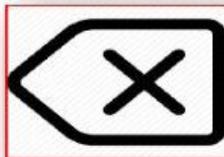
Using the [] Key

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 forgot to type a word , you need to _____ the word.

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

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

Inserting Text

B

A screenshot of a Microsoft Word document. The title bar says 'Document2 - Word'. The ribbon menu is visible with 'File', 'Home', 'Insert', 'Draw', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Help'. The 'Home' tab is selected. The ribbon also includes 'Comments', 'Share', 'Find', 'Replace', 'Dictate', 'Editor', 'Select', 'Editing', 'Voice', and 'Editor'. The 'Normal' style is selected in the styles ribbon. The main content area contains a list of words with red boxes for correction:

1. keyyboard	
2. inpout	
3. space bear	
4. conntral	
5. curstor	
6. compuuter	
7. pprogram	
8. document	
9. filername	
10. deletet	

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

C

A screenshot of a Microsoft Word document. The ribbon menu is visible with 'File', 'Home', 'Insert', 'Draw', 'Design', 'Layout', 'References', 'Mailings', 'Review', 'View', and 'Help'. The 'Home' tab is selected. The ribbon also includes 'Comments', 'Share', 'Find', 'Replace', 'Dictate', 'Editor', 'Select', 'Editing', 'Voice', and 'Editor'. The 'Normal' style is selected in the styles ribbon. The main content area contains four sentences with green boxes for vowel insertion:

1. St up straight	
3. Tak a brak.	
2. Crve yor fingers.	
4. Save your wrk.	

