Name: _____ Date:_____

A

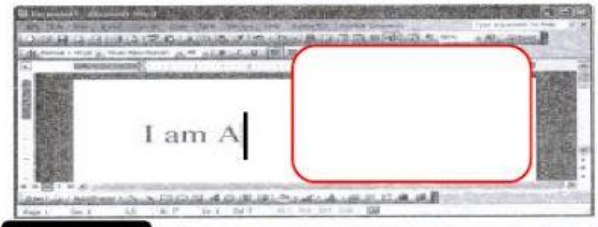
Deleting Text

Using the [redacted] 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

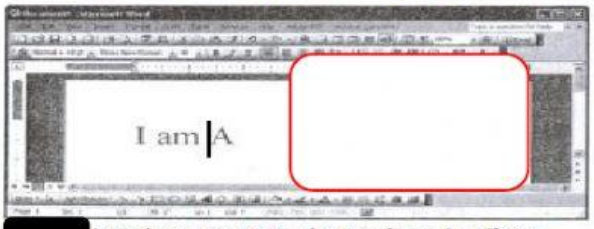


2. Press the [redacted] key to erase one character at a time.

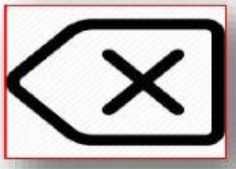
Using the [redacted] Key

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

2



2. Press the [redacted] key to erase on 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.

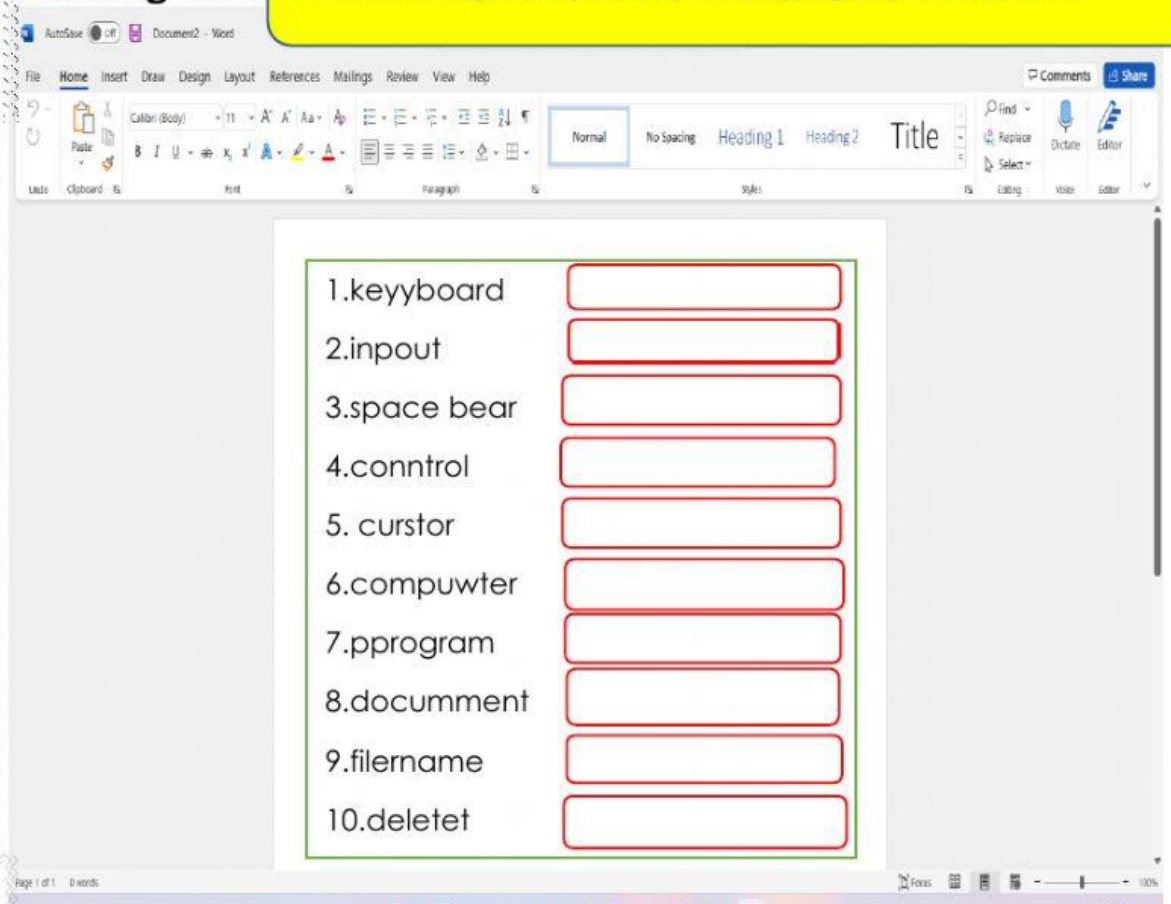
7.If you _____ the words in the wrong order, you need to change them.

LIVEWORKSHEETS

B

Inserting Text

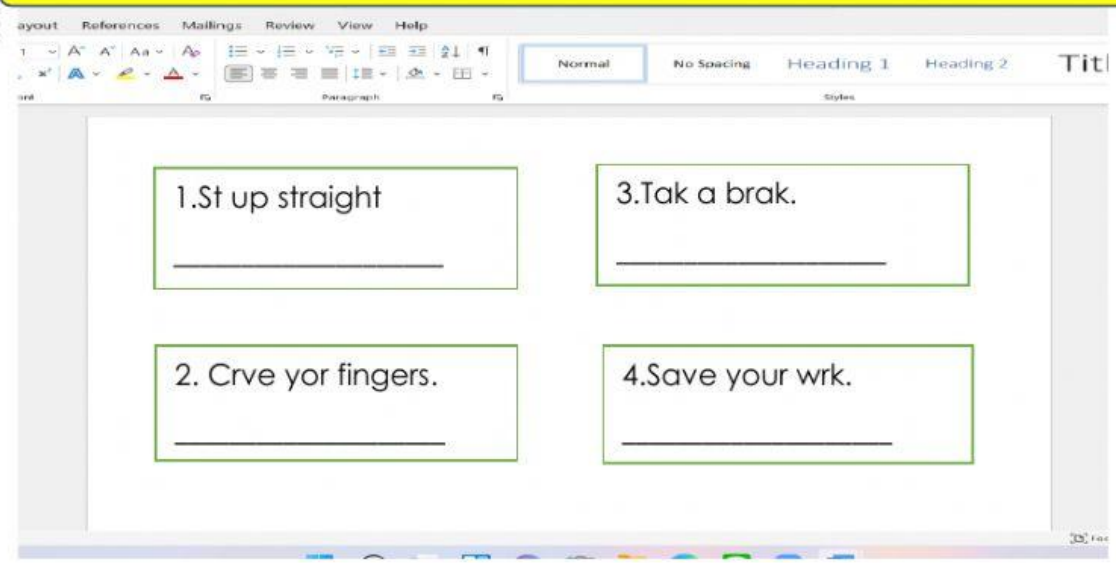
Instructions: delete or erase the wrong letters by writing the correct spelling of the following words just like you are typing on your computers.



1.keyyboard
2.inpout
3.space bear
4.conntrol
5. curstor
6.compuwter
7.pprogram
8.documment
9.filername
10.deletet

C

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



1.St up straight _____

3.Tak a brak. _____

2. Crve yor fingers. _____

4.Save your wrk. _____

LIVEWORKSHEETS

LIVEWORKSHEETS