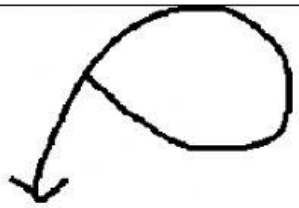
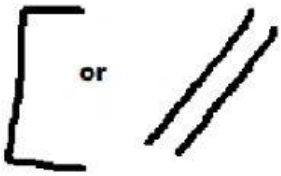
Name: Date:

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

Word Box		
Run on	*New Paragraph*	*Insertion Point*
Insertion bubble	*Delete*	

_____	 _____	 _____
_____	_____	

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.

LIVEWORKSHEETS