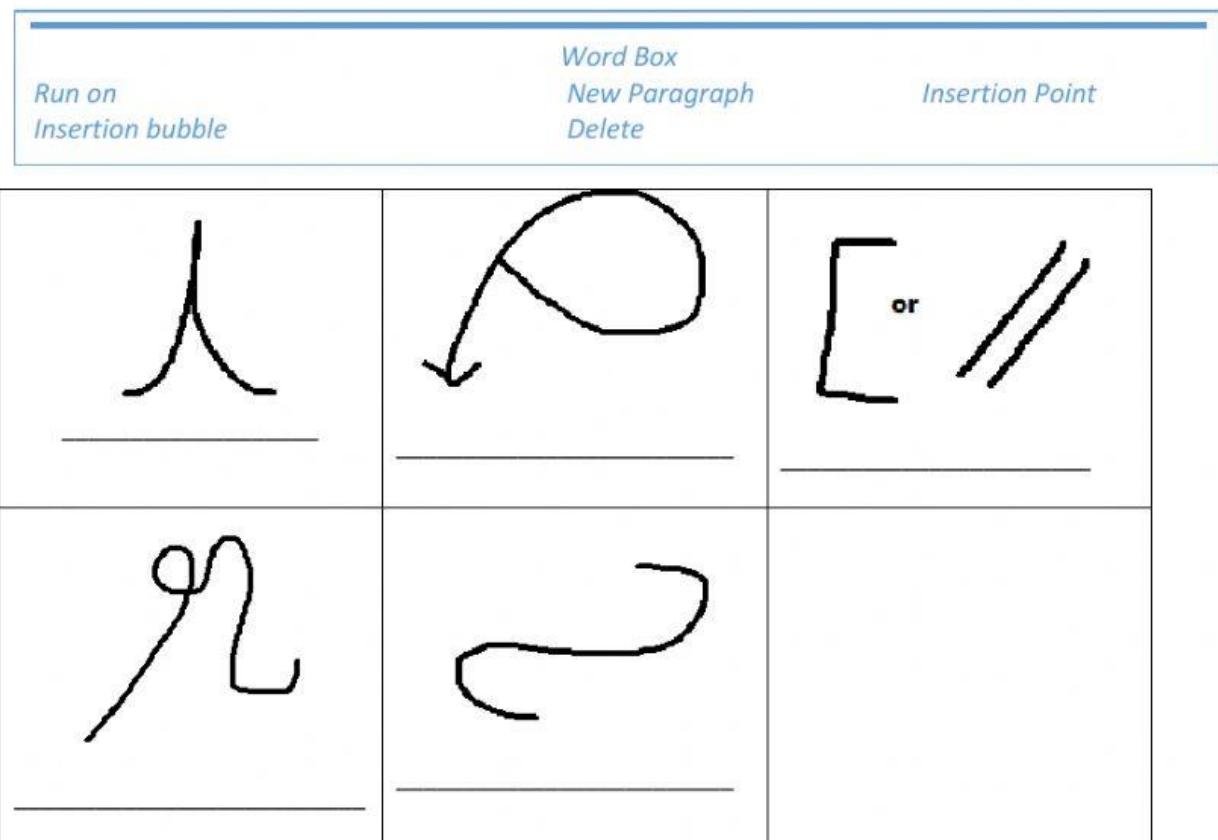


Name:

Date:

Correction Symbols

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



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.