

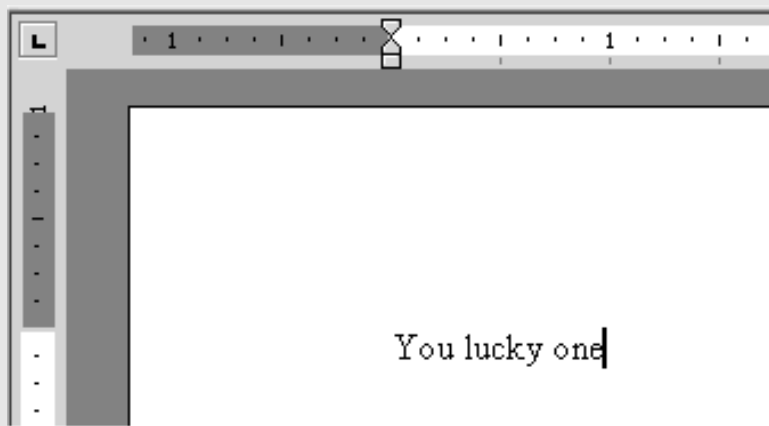
3

Correcting writing errors

How to change single letters and words.

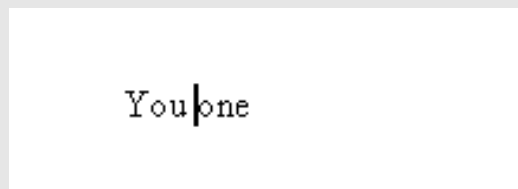
- 1 Open a new blank document.
- 2 Type the text as in Figure 3-1. (You can go backwards with the BACKSPACE key if necessary.)

Figure 3-1



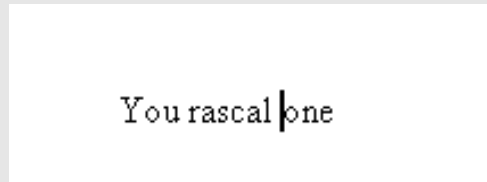
- 3 Click between the words “You” and “lucky” so that the text cursor blinks between them.
- 4 Press the DELETE key on your keyboard until the word “lucky” disappears.

Figure 3-2



- 5 Type the word “rascal”.

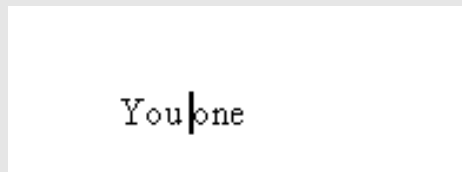
Figure 3-3



You rascal|one

- 6 The choice was a bad one. So press the BACKSPACE key until the word “rascal” disappears.

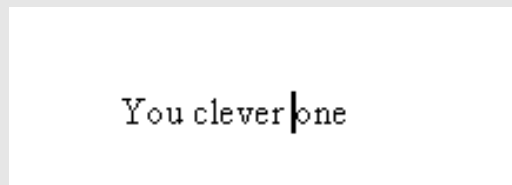
Figure 3-4



You|one

- 7 Type the word “clever”. The document should appear as shown in Figure 3-5:

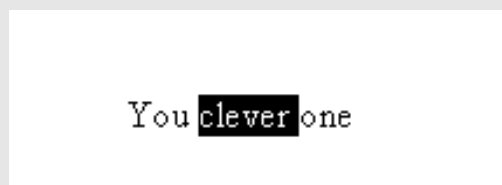
Figure 3-5



You clever|one

- 8 Double-click on the word “clever” so that it becomes selected.

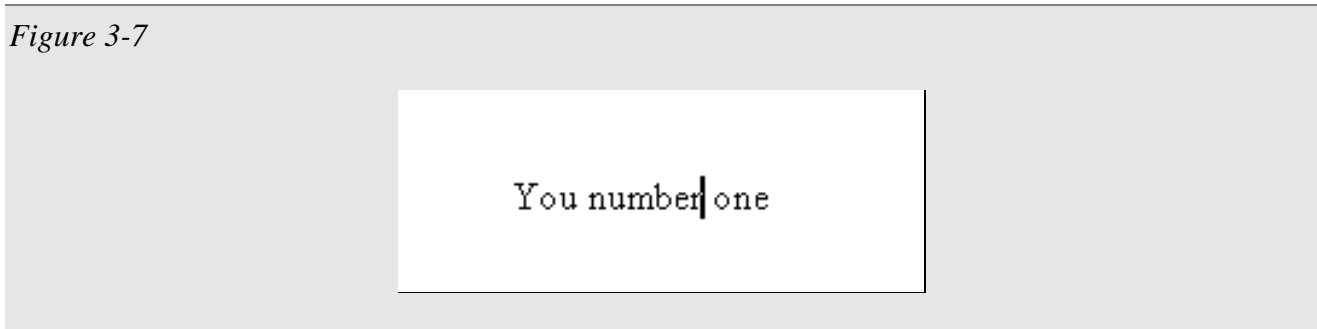
Figure 3-6



You **clever** one

- 9 Type the word “number” on the selected area which disappears at the same time.

Figure 3-7



- 10 Practice a little using your own words and texts so that you’ll get used to the methods shown above.
- 11 Close the document without saving.

Summary

With the DELETE key, you remove the *character* on the right side of the text cursor. (Note that *space* is also one character.)

With the BACKSPACE key, you remove the *character* on the left side of the text cursor.

With the mouse, you can choose an entire word to be replaced.