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.)

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.

5. Type the word “rascal”.

Figure 3-1

Figure 3-2
6  The choice was a bad one. So press the BACKSPACE key until the word “rascal” disappears.

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

8  Double-click on the word “clever” so that it becomes selected.
9 Type the word “number” on the selected area which disappears at the same time.

![Figure 3-7](image.png)

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.