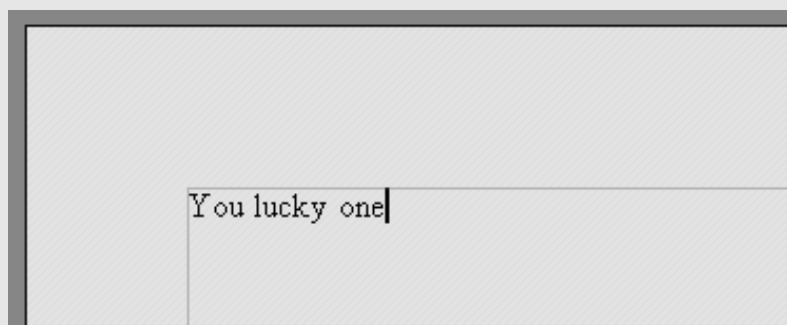


3 Correcting writing errors

How to change single letters and words.

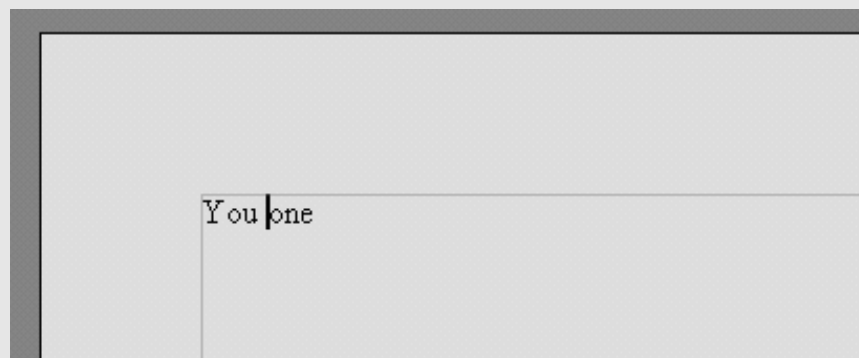
- 1 Open a new blank document.
- 2 Type the text as in Figure 3-1. (You can go backwards with the *Backspace* key if necessary):

Figure 3-1



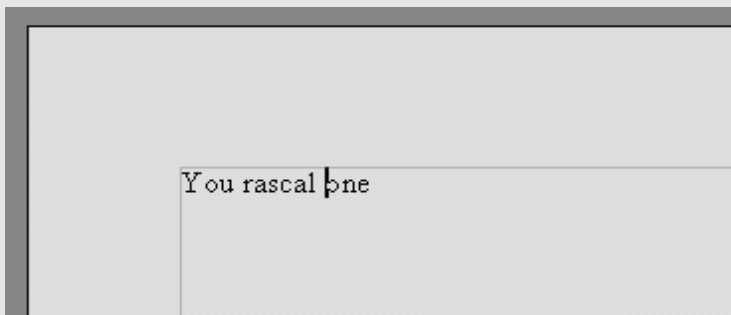
- 3 Click between the words 'You' and 'lucky' so that the text cursor blinks between them.
- 4 Press the *Delete* key on your keyboard until the word 'lucky' disappears.

Figure 3-2



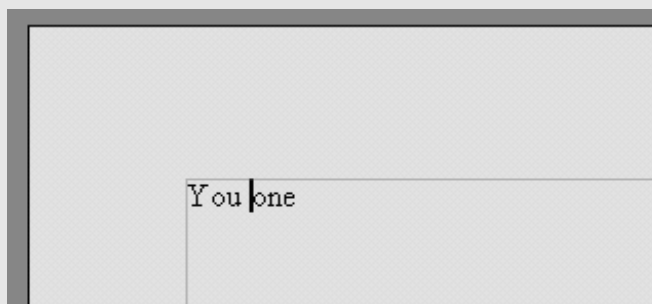
5 Type the word 'rascal'.

Figure 3-3



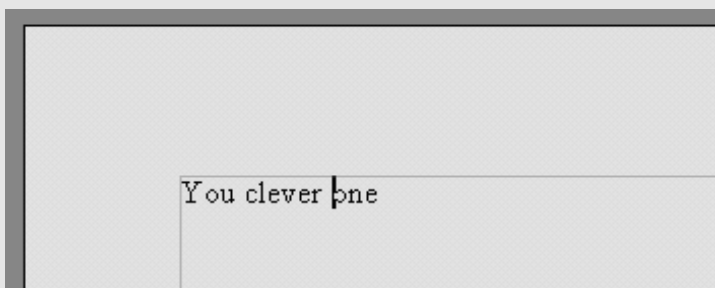
6 The choice was a bad one. So press the *Backspace* key until the word 'rascal' disappears.

Figure 3-4



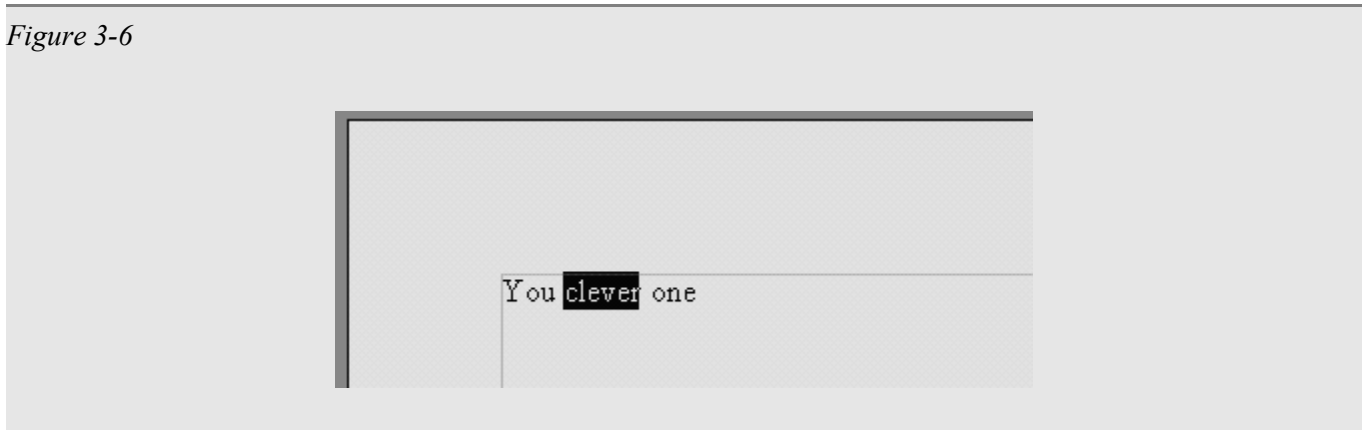
7 Type the word 'clever'. The document should appear as shown in Figure 3-5:

Figure 3-5



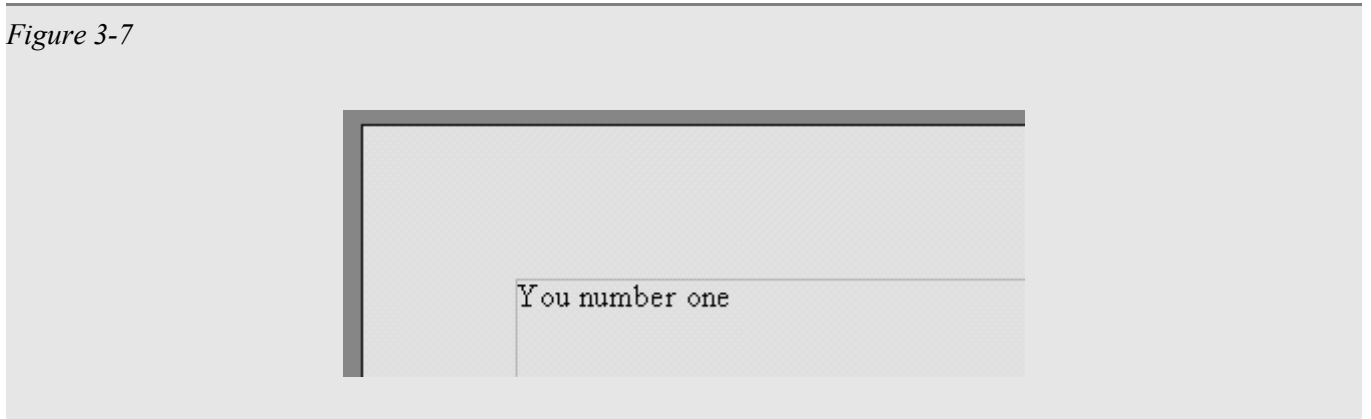
- 8 Double-click on the word 'clever' so that it becomes selected.

Figure 3-6



- 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.