

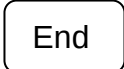
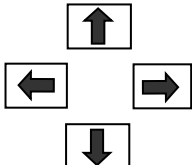
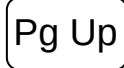
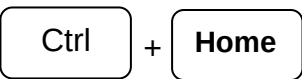
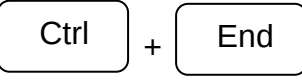
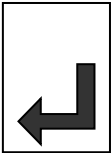
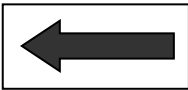
Text correction – the best way to do it!



No need for the mouse! These methods are quicker and more efficient.

The keys below should be used to help you navigate from error to error and then make the necessary changes.

Remember the golden rule!
Type all your work and save your file **BEFORE** you start to make corrections or add any formatting.

	Home key – This takes you to the beginning of the line of text the cursor is currently positioned in.
	End key - This takes you to the end of the line of text the cursor is currently positioned in.
	Arrow (cursor or mouse) keys - these keys can be used to help you navigate around the page instead of using the mouse. They do not change the text.
	Page Down – Moves you down the page, a screen at a time.
	Page Up – Moves you up the page, a screen at a time.
	Control + Home – Takes you to the very beginning of your document
	Control + End – Takes you to the very end of your document
	Return (Enter) key - Position the cursor between paragraphs and push this key to create space between them or add extra lines.
	Backspace (Delete left) key - Deletes the character to the left of the current cursor position (or moves the cursor to the end of the row above).
	Delete (Delete right) key - Deletes the character (or space) to the right of the current cursor position (or moves text up from the row below to join words or phrases together).

	Undo – Use this to undo the last action or action(s)
	Redo - Use this to 'redo' if you have gone too far with undo!
Space Bar	Space Bar – Use this to add spaces between characters or words

Once you have mastered the basics, try these:

 + End	Shift + End - Selects from current position to End of line – in preparation for deletion or re-typing
 + Home	Shift + Home - Selects from current position to beginning of the line – in preparation for deletion or re-typing
 + 	Shift + Arrow key - Selects from current position + adds a character at a time – useful for selecting words or phrases in preparation for deletion or for re-typing

Once you have made your corrections remember to:

Spell check!

&

Proof read!

And then re-save your document.

Space for your notes:
