|  |  |  |  |
| --- | --- | --- | --- |
| Place insertion point after letter that needs to be erased, click, and press the Backspace Key 1 time. | Correct Spelling | Right click on word and choose the correct spelled word.  | Correct Spelling |
| **Tabbs** | **Tabs** | **Roibbon** | **Ribbon** |
| **Cutu** | Cut | Paastee | Paste |
| **Sabe As** | Save As | Fiiile | File |
| **Buckstige** | Backstage | biew | View |
| **Foont** | Font | Hommei | Home |

Follow the directions in the header of each column to practice using the insertion point.