How to check your work in Word

After writing a paragraph, it is good to check it for mistakes.
Is what you have written **exactly** the same as what you are copying?
Are there grammar mistakes?
Are there spelling mistakes?

Is anything is underlined in green or red?
This is a good sign that something needs to be corrected.

To correct a mistake you first have to put the flashing cursor in front of it.

You can move it to the right place by using the

arrow keys   or **the mouse.**

You **must** left click on the mouse to put the cursor where you need it.

    The katerpillar sat on the leaf.

Delete the mistake using the delete key.

    The aterpillar sat on the leaf.

Delete

Finally, type in your correction.

    The caterpillar sat on the leaf.

= cursor