One of the great thins about usng a word processing program is that it can help yo correct yous errors. If you sees a red line under a wrod, it usually mean it is spelled wrong. Just rite click on theword and a list of choices will appear. Select the correct word from the lis and the correction is mad. Sometimes the word you need will not apear in the list. Then you will need to try to type it a diffrent way. If a red line appears agan, you can try to right clik again and find the correct word. A redline might also mean you have typed typed a word twice in a row. Again, right click and choose the right action from the menu to delete the repeted word.

When you seeing green line it means there is a possible gramar error somewhere in the sentence.. It can also mean you has an extra space or a punctuation error. Right click onthe underlined words and see the suggestions.

Another way to make sure you finded all the mistakes is to click on “TOOLS” in the menu bar. IF you hoose *Spelling and Grammar* it will show you each problem and you can choose the correction from the list of suggestions and then click “change” to fix the porblem.

Rmember, the program cnat do all the thinking for you. You still needs to read through the document. It will not always find all the misstates. Sometimes you spell a word correctly, but use it in the wrong way and the computer don’t know it wrong. Sometimes a name is underlines, but it is spelled correctly. The program can help, but it don’t replace you. There are at least 5 errors in theis document that are not underlined. Proofread careful.

**Save to your desktop folder when you finish editing this document. Add your name to the beginning of the file name!**