This is Azeb. She is an English student.

1. **Open** Microsoft Word.
2. **Click** on FILE.
3. **Click** on OPEN
4. **Click** on the menu
5. **Double-click** on 3 ½ Floppy A
6. **Double-click** on FROM YOUR TEACHER
7. **Double-click** on MY NAME IS AZEB.

This is Azeb’s English homework. There are a few mistakes. Follow the directions to correct the mistakes in Azeb’s homework.
8. See the red lines. These words might be spelling mistakes.

9. See the green lines. These might be grammar mistakes.

10. Right-click on the word “tipe”.

11. Find the correct spelling for this word.

12. Click on the correct spelling.
13. **Click** in front of the word “My”.

14. **Click** on the Spell Check button.

15. **Look** at the red word. Is this a mistake? __________

16. **Click** on the **IGNORE** button.

17. Look at the red word. Is this a mistake? __________

18. **See** that the correct answer is not on the list.
19. **Click** between the words *can* and *do*.

20. **Press** the space bar to add a space.

21. **Click** on **CHANGE**.

22. **Look** at the red word. Is this a mistake? ________

23. **Click** on the correct spelling.

24. **Click** on **CHANGE**.

25. Is this a mistake? ________

26. **Click** on the correct spelling.

27. **Click** on **CHANGE**.
28. **Look** at the green periods. 
   Is this a mistake? 

29. **Delete** one of the periods.

30. **Click** on **CHANGE**.

31. Microsoft Word cannot find all of the mistakes. There are 3 more mistakes in this paragraph. Can you find them all?
32. Did you find all the mistakes?

33. Do you know what changes need to be made? Correct all the mistakes.

My name is Azeb.
I want to learn more about computers so I can do warehouse work.
Want to be able to type faster.
I'm taking classes to improve these skills.
34. Check your work. Did you make these corrections?

35. **Save** this on your disk. Name it **Word 3**.

36. **Open** a new document.

37. **Type** 4 sentences about yourself.

38. Use spell check to correct any mistakes.

39. **Save** it on your disk.