

ACTIVITY #1

Open the Letter Practice File and make the following corrections.

1. Move paragraph 3 to paragraph 1's position
2. Move paragraph 5 to paragraph 3's position
3. Copy the address that appears below **The Church Stop Theatre** and paste it below the word **Title** at the end of the letter
4. Remove the address (**Mr. Sam King, 62-20 Cuba St., Church 5009**) that appears under the date

ACTIVITY #2

Open the Letter Practice File and make the following corrections.

1. Use the **Replace** command to find and replace the following:
 - a) The word **Church** with the word **Oak Leaf**
 - b) The word **Stop** with the word **Town**
 - c) The word **New Zealanders** with the word **Americans**
 - d) The words **Your Name** with your first and last name
 - e) The word **Title** with the words **Executive Director**

ACTIVITY #3

Open the Letter Practice File and make the following corrections.

1. Use the **Replace** feature to swap the word **substantial** for the word **considerable**
2. Use the **Thesaurus** feature to locate synonyms for the word **independent**. Write at least two here:

3. Use the **Find** feature to locate all instances of the word **theatre** and replace it with its American spelling, **theater**
4. Use the **Find** feature to locate the word **generous**, then use the **Synonyms** feature to locate and replace it with an appropriate synonym from the list

ACTIVITY #4

Open the Letter Practice File and use the spelling and grammar commands to locate and correct any spelling and grammar errors in the document

ACTIVITY #5

If time permits, open the Press Release Practice File and make the following corrections.

1. Replace the date on the document with today's date
2. Replace the words **Your Name** with your first and last name
3. Use the **Replace** command to find and replace all instances of the following:
 - a) 2013 with 2015
 - b) tenth with eleventh
 - c) Portsmouth and PORTSMOUTH with Johnstown and JOHNSTOWN
4. Use the **Replace** option to replace the word **Quiet** in the third paragraph with a synonym
5. Move the paragraph that begins, "Portsmouth is easily...," to paragraph 5's position
6. Move the second sentence in the paragraph that begins, "New group shows...," the first sentence in the paragraph
7. Use the spelling and grammar commands to locate and correct any spelling and grammar errors throughout the document