

التدريب الاول

Open the file named **Practice1**

A completed business letter should be visible on your screen.

Before running the Spellchecker on this document, make sure the Automatic Spellchecker (which flags misspellings as you type) is OFF. Uncheck the **Check spelling as you type** checkbox.

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Make sure the flashing insertion bar appears at the beginning of the document.

Then use a button to start the spell check.

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Choose to **Ignore All** occurrences of the name [Jenney]

Change the word [cotment] to [comment.]

Use a button within the spelling window to make sure the word [**sincerely**] will be **AutoCorrected** in the future. If a warning appears, click on the **Yes** button.

Ignore the abbreviation **GMass**

Delete the repeated word [**to**]

Ignore the abbreviation **GMass**

In the document itself (or the red text wording), add a space between the words [**training**] and [**for**]

Resume the spelling check by clicking **Change** or **Resume**.

Once the spelling is complete, click **OK**

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In the closing of the letter, highlight the entire line: [**Very Truly Yours,**](including the comma)

Then type in: [**Sincerly,**] (misspelled) The word should have been automatically corrected for you.

*

On the right, click on the up-pointing arrow until the date at the beginning of the document is once again visible.

Now to save this document under a new name:

Click **File** from the menu

Click **Save As**

Type in your first name.

Now click the **Cancel** button, to avoid saving it.