**To:Sir Khurram**

**From:Faizan Ahmed**

**Subject:Microsoft® Word 2016 or 2019**

**Date:October 2, 2021**

This is just a short note to help you get acquainted with the insertion and replacement modes in word for Windows. When the editing to be done results in more characters than currently exist, you want to be in the insertion mode when making change. On the other hand, when the editing to be done contains the same or fewer characters, the replacement mode is best. When replacing characters, it is best to use the mouse to select the characters to be deleted and then just type the new characters: the selected characters are automatically deleted and the new characters typed take their place.