

To: Izza Farhat

From: Muhammad Ali

Subject: ICT lab Microsoft® Word 2013

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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 one or more characters than currently exist, you want to be in the insertion mode when making the 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;