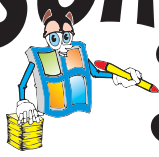


# Lesson 39




## TEXT CHECK

### Editing Text

You can easily add new text to your document and delete the text that you no longer need.

#### FOR WINDOWS 7 USERS:

##### ADDING TEXT

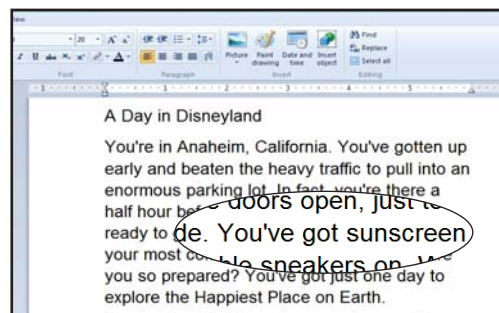
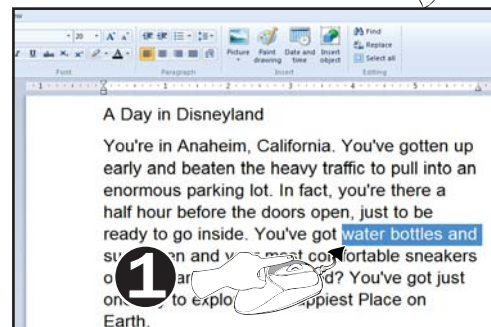
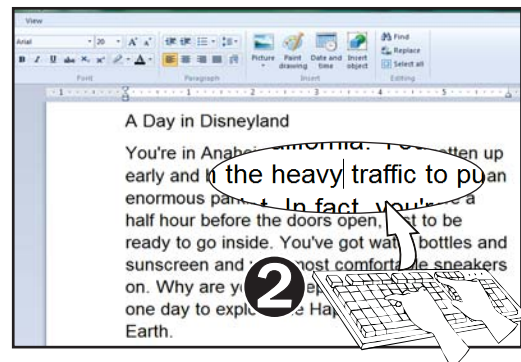
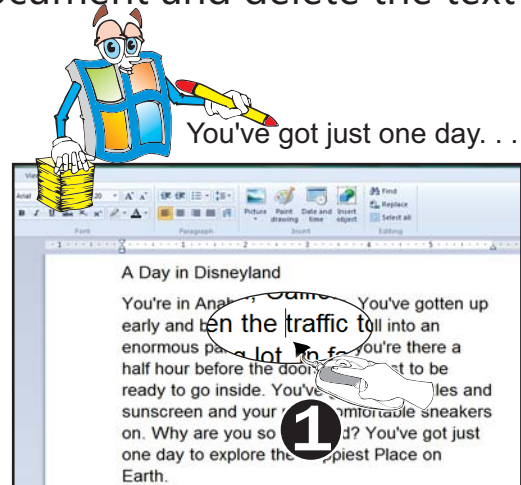
1. Move the mouse  to where you want to insert the new text and then press the left button.

To insert a blank space, press the **Spacebar** key on your keyboard.

2. Type the text that you want to insert.


##### DELETING TEXT

1. Select the text that you want to delete.
2. Press **Delete** on your keyboard to remove the text.



## FOR WINDOWS 8 USERS:

### ADDING TEXT

1. Move the mouse  to where you want to insert the new text and then press the left button.

To insert a blank space, press the **Spacebar** key on your keyboard.

2. Type the text that you want

### DELETING TEXT

1. Select the text that you want to delete.
2. Press **Delete** on your keyboard to remove the text.

