

# Lesson | 2

## Basic Editing Skills

### Exercise 10

- Use Proofreaders' Marks
- Open a Saved Document
- Insert and Edit Text
- Use Overtyping Mode
- Save a Document with a New Name

### Exercise 11

- Use Split Screen View
- Open Multiple Documents at the Same Time
- Arrange Documents On-Screen
- Compare Documents Side by Side

### Exercise 12

- Move Text
- Use Cut and Paste
- Use the Clipboard Task Pane
- Use Drag-and-Drop Editing
- Select Paste Formatting Options
- Move a Paragraph

### Exercise 13

- Use Copy and Paste
- Use Drag-and-Drop Editing to Copy

### Exercise 14

- Open a Document as Read-Only
- Open a Document from Windows
- Use Document Properties
- About File Types

### Exercise 15

- Preview a Closed Document
- Print a Closed Document

### END OF LESSON PROJECTS

### Exercise 16

- Critical Thinking

### Exercise 17

- Curriculum Integration