

Exercise 1 - Type the text below exactly as you see it:

notepad is a simple to learn and to use txt editor.
It is a portable and small programme.

Some useful keys are:

spacebar - to give a blank space;

arrow - to move cursor around;

back space - to clear text to the left of the cursor.
Also to move to the line before;

delet - to clear text to the right of the cursor;

start - to position cursor at start of line; End - to position cursor at end of
line;

entry - to give a line break; Tab - to indent text.

Two ways of writing in capitals:

Shift+letter - this method is good when only a few letters need to be in
capitals

CapsLock - this method is good when you want a string of capital letters
e.g. DANGER -
K E E P O U T!

Exercise 2 - Correct what you have just typed to look like the text below:

Notepad is a simple to learn and to use text editor. It is a small and portable
program.

Some useful keys are:

Space bar - to give a blank space;

Arrow - to move cursor around;

Backspace - to clear text to the left of the cursor. Also to move to the
line before;

Delete - to clear text to the right of the cursor;

Start - to position cursor at start of line;

End - to position cursor at end of line;

Enter - to give a line break;

Tab - to indent text.

Two ways of writing in capitals:

Shift + letter - this method is good when only a few letters need to be in
capitals

Caps Lock - this method is good when you want a string of capital letters
e.g. DANGER - KEEP OUT!