IT software to communicate effectively

Using correct grammar and spelling

Take screenshots throughout of you using the spelling & grammar tools

Question 1:

A. Paste, retype and **correct** this sentence onto a blank page

B. Add **comments** to the document to show what you are changing

Some peploe say “it dnso’et mtetar how txet is wittren as lnog as the frsit and lsat ltteres are in the rhgit oerdr and rghit psoitnios, bacusee the hmaun bairn can srot out the maennig aynawy”.

Question 2:

A. What do the following words **mean**?

B. **Find** 2 more sets of words with the same sound but different meanings.

C. Copy this table onto a blank page and complete the above activities

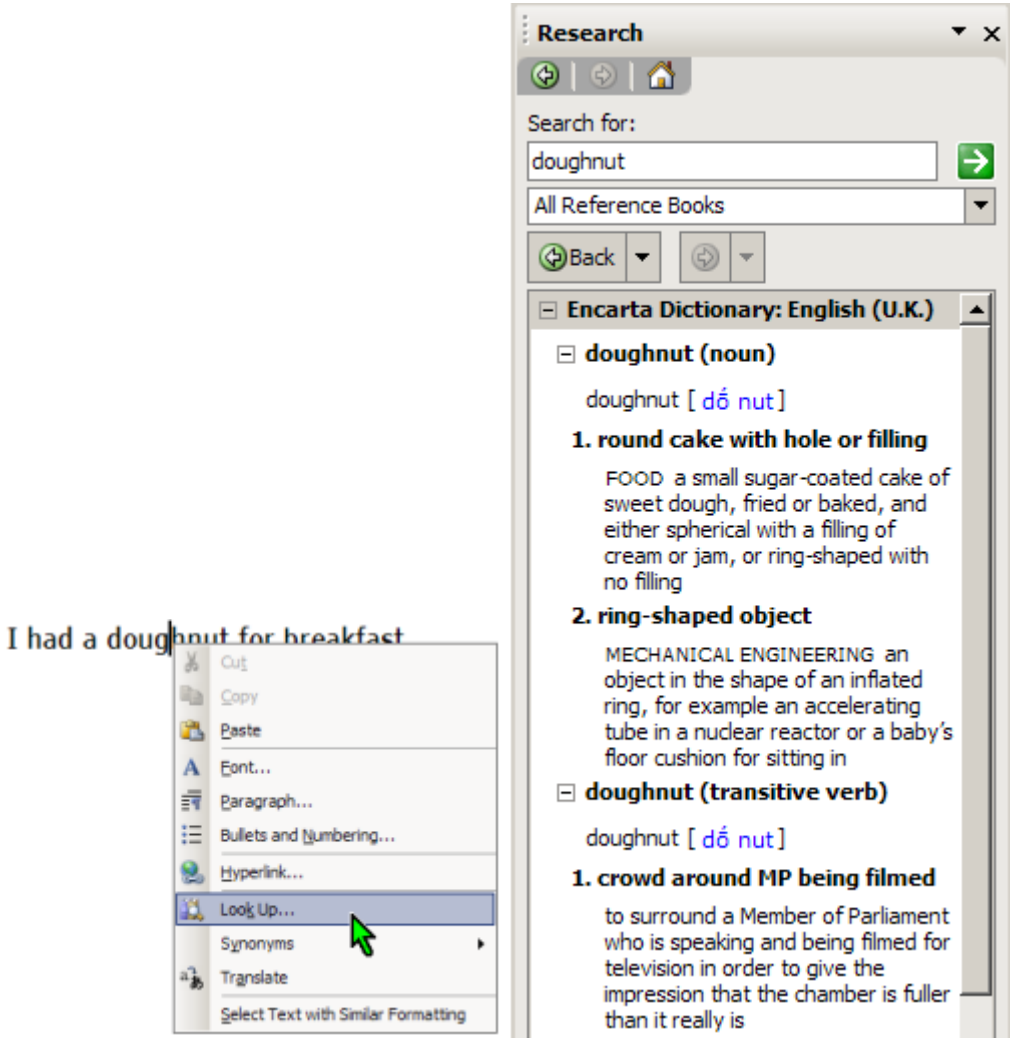
D. What **tools** can you use to help you?

Word	**Meaning**	**Word**	**Meaning**
There		Their	
Where		Wear	
Pair		Pear	
Whether		Weather	
Fair		Fare	

Question 3:

Rewrite the sentence below onto a blank page using the **thesaurus** to change the word ***actual***. Write down the alternatives for 'actual' as found in the thesaurus.

Actually, he was wrong when it came to his description of the actual man he had seen.


I had a doughnut for breakfast
Cut
Copy
Paste
Font...
Paragraph...
Bullets and Numbering...
Hyperlink...
Look Up...
Synonyms
Translate
Select Text with Similar Formatting
Research
Search for:
doughnut
All Reference Books
Back
Encarta Dictionary: English (U.K.)
doughnut (noun)
doughnut [dố nut]
1. round cake with hole or filling
FOOD a small sugar-coated cake of sweet dough, fried or baked, and either spherical with a filling of cream or jam, or ring-shaped with no filling
2. ring-shaped object
MECHANICAL ENGINEERING an object in the shape of an inflated ring, for example an accelerating tube in a nuclear reactor or a baby's floor cushion for sitting in
doughnut (transitive verb)
doughnut [dố nut]
1. crowd around MP being filmed
to surround a Member of Parliament who is speaking and being filmed for television in order to give the impression that the chamber is fuller than it really is