

1. You will open 7-2 and save it as 7-3.
2. Next enter the following text as two new paragraphs.

The Native Americans had lived in America for thousands of years when the the first European Explorers set foot on thier land. When Christopher Columbus landed in the New World, he calld the native people *indios* (Spanish for Indians) because he thought he had reeched India.

Native American farmers were the first in the world to domesticat potatos, tomatos, and many other food plants that help feed the peopls of the world today. The Native Americans were also the first to raise turckeyes. They found uses for such native American plants as rubber, tobaco, the sugar maple, and the cinchona tree (for quinine).

Cutting and Pasting

You will use your cut tool to move a section of text from one area on your paper to another.

Highlight the **paragraph** that starts with “*the first people to inhabit...*”

Click on Edit

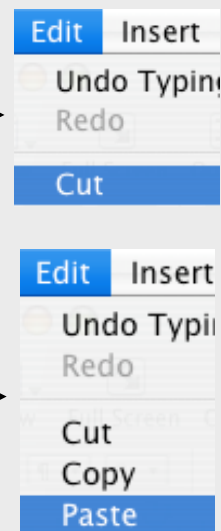
Click on Cut

Put your cursor at the end of the last paragraph

Hit Return

Click on Edit again

And last click on Paste



Copying and Pasting

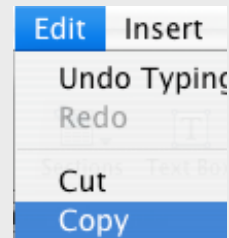
You will use the copy tool when you want to leave a piece of text in its original location as well as put it in another spot on your page.

Highlight the words “Native Americans had lived in America for thousands of years”

Click Edit and Copy

Put your cursor at the end of the paragraph

Click on Edit and Paste



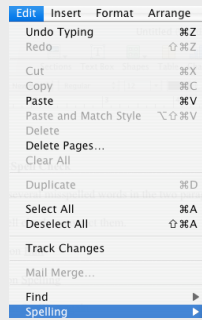
Using the Spell Check

There are several misspelled words in the two paragraphs that you copied down you will need to use the spell check to correct them.

Click on Edit

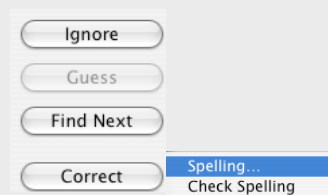
Click on Spelling

Click on Spelling again



Click on Ignore to leave the word as it is.

Click on Correct to change the word



Underline and Italic all capitalized words in the two new paragraphs.

Bold the words any form of the word indian or American.

Add at least one picture that has to do with your article and create a picture frame for it.