W 6.11

**6th Grade Microsoft Word**

**Proofing**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.11” to your class folder

3. Insert a header

4. Double click below the header

5. Correct any spelling or grammar errors by re-typing the paragraph below. Count how many corrections you made and underline the number at the bottom of the page when you are finished re-typing.

*Today i went to the store. I bought some grocerees and found wear the organic isle was. my mom told me we needed Some more paper towel to. After I went to the store my friend came over to my house, We played video games and talked about there new puppy. Sometimes my friend and i like to go to the mall. Next time we will stay at the mall until its closed.*