

Your Name  
Your Class Period  
Today's Date

# Oops!...

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## Assignment #8

Imagine that a friend has just encountered these problems getting started with ClarisWorks. Move the pointer to the space provided beneath each problem and enter your suggestions. As you enter your text, the space will automatically increase to contain the next line. That means you can enter as much text as you need to make sure your answer is clear to your friends.

1. How do I get the pointer down under the number 1?
  
2. I see the file called *Oops* on the list of files, but how do I get it to appear on the screen so that I can use it?
  
3. OK, the vertical scroll square--called a thumb--is all the way at the bottom of the scroll bar. How do I get it back to the top so I can do the assignment?
  
4. I chose **copy** and **paste** instead of **Cut** and **paste**. How do I get rid of the extra text?
  
5. I just entered "press the dkelete kry\_." How do I fix it?
  
6. What are those little squares down in the lower right corner of the document window?

Before you save and print your work, go back through your answers and check for any errors, including spelling errors. Make any necessary corrections. Make sure that you have entered your name and the data at the top of the file. Select SAVE from the file menu to save your file to the correct disk. Print a copy of your paper to turn in.