

NAME: _____

Period: _____

Date: _____

Worksheet – Day 6

Training Capsule 30: Spell That

Dictate the first two paragraphs of *Immigration To America* from *Page 72 in your keyboarding book*. Enter your name and save as “ImmigrationDictation.” Print *ImmigrationDictation* and staple *after* this worksheet.

Command	Description
Say SPELL THAT if:	
Say Play That Back if:	
Say Cap That or Capitalize That if:	
Say NO CAPS THAT or Lowercase That if:	
Say UNSELECT THAT if:	

Why is it essential that you use the **Spell That** option? _____

List two things that the spell dialog box will do:

1. _____

2. _____