

Correction report: Supplementary Microsoft (MS) Word Exercise

Para 1: line 1	'it's' sb 'its'
Para 1: line 1	Insert period after 'Northlanders'
Para 1: line 3	'purposes' sb 'purpose'
Para 1: line 3	Insert hyphen: 'purpose built' sb 'purpose-built'
Para 2: line 1	'on' sb 'for'
Para 2: line 1	'demand on' sb 'demand for'
Para 2: line 1	Delete duplicate word: 'our aging aging population' sb 'our aging population'
Para 2: line 2	Add round bracket after abbreviation: '(DHB' sb '(DHB)'
Para 2: line 2	'to keeping' sb 'to be keeping'
Para 2: line 2	Delete duplicate period: 'pace..' sb 'pace'
Para 2: line 2	Delete 'Also': 'Also Our DHB has also been very proactive' sb 'Our DHB has also been very proactive'
Para 2: line 3	Insert new word 'at'; 'in looking how it delivers' sb 'in looking at how it delivers'
Para 2: line 3	Delete apostrophe: 'carer's' sb 'carers'
Para 2: line 3	Delete period after 'carers.'
Para 2: line 3	Delete forward slash after 'carers'
Para 2: line 3	Delete 'our DHB'
Para 2: line 4	Close up space between period and 'There's'
Para 2: line 4	(Optional) Insert em-dash before 'There's always'
Para 3: line 1	Delete apostrophe: 'Alzheimer's' sb 'Alzheimers'
Para 3: line 1	'support' sb 'supporting'
Para 3: line 2	Close up space between period and 'The'
Para 3: line 2	(Optional) Insert em-dash before 'The training'
Para 3: line 2	'The training cover' sb 'The training will cover'
Para 3: line 2	Transpose 'such': 'such topics' sb 'topics such as'
Para 3: line 2	Insert comma: 'topics' sb 'topics,'
Para 3: line 2	Close up space between 'as' and 'carer'
Para 3: line 3	'Carer' sb 'carer'

Para 3: line 3	Suggest insert new phrase: 'social isolation just to name a few' sb 'and how to overcome social isolation just to name a few'
Para 3: line 3	Insert comma: 'social isolation' sb 'social isolation,'
Para 4: lines 1,2	Change wrong font size to Calibri, 12 in first sentence.
Para 4: line 1	'funding' sb 'Funding'
Para 4: line 1	'continue' sb 'continues'
Para 4: line 1	Suggest insert new phrase: 'but is no different' sb 'but the situation is no different'
Para 4: line 2	'Not for Profit' sb 'not-for-profit'
Para 4: line 2	'organization' sb 'organisation'
Para 4: line 2	'We do get amazing support' sb 'We get amazing support'
Para 4: line 3	'attend movie nights and come to monthly dinners' sb 'attend movie nights, come to monthly dinners'
Para 4: line 4	Suggest insert new phrase: 'support us as they can' sb 'support us as much as they can'
Para 5: line 1	'have proved very successful' sb 'have also proved to be very successful'
Para 5: line 1	Change wrong font size to Calibri, 12 for 'successful'
Para 5: line 1	Replace comma with a period after 'successful'
Para 5: line 1	Capitalise first letter of second sentence: 'the' sb 'The'
Para 5: line 1	Delete second inverted comma: 'First Friday" sb 'First Friday'
Para 5: line 2	'Ave' sb 'Avenue'
Para 5: line 2	'opportunity' sb 'an opportunity'
Para 5: line 4	'tuning' sb 'turning'