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In the first paragraph, in the first sentence, you are going to change the phrase:

[**We place a high value on the suggestions**]

to:

[**We highly value the suggestions**]

Highlight the entire first sentence (beginning with **We place a high value**)

Then use a button to **Cut** it.

Now **Paste** that sentence to the left of the words [**I sincerely**]

Now use a button to **Undo** as many actions as necessary, until the cut sentence appears back in its original location (at the beginning of the first paragraph)

Now, while the text is still highlighted:

Drag it back to just before the second sentence (to the left of the words:

[**I sincerely**])

Then make the highlighting disappear.

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Now turn back on the **Check spelling as you type** check box.

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That's it for this practice session!

Close the file without saving your changes.