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**A. TYPING TEXT**

My name is Jena D. Torres. I am 8 years old. I live in Baguio City.

**B. INSERTING TEXT**

Insert **red** between “new” and “silk”.

She is wearing a new silk dress.

**C. DELETING TEXT**

Remove the word “new”.

She is wearing a new silk dress.

**D. Replace “She” to “Samantha”.**

She is wearing a new silk dress.