# Free proofreading worksheets for middle school

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Proofreading your own work is hard. These are your words, so it's hard to spot errors. One way to make your job look different is to change the font. We all hate Comic Sans, but correcting with a different font can help you improve your writing. You will see your words in a different way and can get additional errors that you would otherwise miss. Just be sure to change it back to the professional font before submitting your work. It's not the only free font installed by default on most computers, but it's almost... Check out more than a link to other tips for adjusting your own work. Why Proofreading is Cuter than Kitten Peak Blog via Business2CommunityPhoto Byv Sykes. This story originally appeared on your personal branding blog your resume is one of the first impressions a hiring manager will have when you apply for a new job or position. As one of the few materials a hiring manager will get when determining whether to call you for an interview, you want to make sure you are making a good first impression. When applying for a new job, you want your resume to accurately describe who you are as a professional. This means that you want to submit only resumes that are error-free and flawlessly done. Unfortunately, careless errors appear on the resume every day. When you send resumes riddled with spelling errors and grammatical errors, you probably won't get a call. Related: 3 Important Tactics for Interview To Improve Your Chances of Getting a Job, here are some tips on how to create a bugless resume to apply for new jobs with.1. Use the online checkerPostek you have created the first draft of your resume, run it through online spelling and grammar checks. You can use most of these programs for free if you are only interested in basic verification, which is usually enough for your resume. While online grammar verification won't be enough to properly fit your resume, it can detect some of the main problems in writing, like whether you accidentally wrote it then rather than what. This can give you a solid foundation to start.2 Read it aloud Reading any document out loud can help you identify problems in the sentence structure or wording that just don't sound right. Reading out loud also makes you focus on the words and how they sound together, so you're more likely to catch any mistakes. Related: What to do when your job is at riskIf you feel strange to read your resume aloud to yourself, ask a friend or family member to listen. They can help you identify any problems and give you a second Get a second set of eyes hard to catch bugs if you understand what you're trying to say or you've been looking at the document for too long. In this case, you may need a different set of eyes to scan your resume and select any errors. Send Send at least one friend or family member to watch. If you have a few friends or family members willing to check it out, feel free to send it to three or four. The more opinions you can get, the more likely you are to identify the problem before you send your resume in.4. Renting a professional editor, you may not need professional editing services every time you send in a resume, hiring an editor to comb through your resume before you hit the job market is a hard good idea. Because finding bugs and making suggestions is the work of an editor, they can ensure that you send a better version of your resume. In addition to your resume, they can also prove your application, cover letter, portfolio and other important correspondence. Consider hiring an editor with resume editing experience. The writing you use in a resume is usually much more direct than someone would use in selling a copy or in a novel. Using an editor who specializes in editing job search documents can give you a leg up in the competition5. Double contact information Check When you're worried about submitting a resume with a spelling or grammatical error, you may not even notice that the contact information is incorrect. If you've recently moved, you use a resume template or you've made a mistake when entering your phone number or address, it could mean potential employers will have a hard time finding you. Be sure to correct any incorrect information before you send the document. Check even the smallest details, such as abbreviations for states. While they may seem unimportant, using incorrect information about your resume can make you seem unprofessional and careless. Even something as silly as reducing a fortune the wrong way can cost you a job.6. Go back to it laterOnce you think you caught all the bugs on your resume, set it aside and come back to it later. While there may be no additional mistakes, returning to it with a clear mindset can help you feel confident when it's time to send it. Related: 5 steps to finding your next JobGive yourself for at least an hour or two between edits. If you are able, give yourself a full day or two. Don't forget to plan this break when you apply for a job. Don't wait until the last minute to create a resume. Whenever you send someone a resume, you send an idea of yourself - make sure it's good. While it may take a long time to go through your resume with a thin tooth comb, you will be happy that you have extra time adjusting and editing when you get a call for an interview. Don't bet threaten your shot at getting your dream job because you're not a corrector. If you're editing multiple sheets in Microsoft Excel, it might be helpful to group them together. This allows you to make changes to the same range of cells in several multiple Here's how to do it. Grouping multiple sheets in Microsoft Excel Grouping sheets together in Excel can be useful if you have an Excel work book with multiple sheets that contain different data but follow the same layout. The example below shows this in action. Our Excel workbook, called School Data, contains several sheets related to the school's operation. Three sheets have student lists for different classes, called Class A, Class B, and Class C. If we group these sheets together, any actions we perform on any of these sheets will be applied to all of them. For example, let's say we want to insert the IF formula into the G4 (G4 to G12) column on each sheet to determine whether students were born in 1998 or 1999. If we group the sheets together before inserting the formula, we can apply it to the same cell range on all three sheets. ANSWER: How to use the logical features in Excel: IF, AND, OR, XOR, NOT To group worksheets together, click and hold the Ctrl key and click on every sheet you want to group together at the bottom of the Excel window. Grouped sheets are displayed with a white background, while unselected sheets appear in gray. The example below shows the IF formula we suggested above, inserted into the Class B sheet. Grouping all the sheets in Microsoft Excel When you press and lash Ctrl, you can select a few separate sheets and group them together. If you have a lot more book, however, it's impractical. If you want to group all the sheets in the Excel work book, you can save time by correctly clicking on one of the sheets listed at the bottom of the Excel window. Click here to select all the sheets to group all the sheets together. By not grouping worksheets into Microsoft Excel Once you've finished making changes to multiple sheets, you can ungroup them in two ways. The quickest method is to click on the selected sheet at the bottom of the Excel window and then click Nongroup Sheets. You can also ungroup individual sheets one at a time. Simply click and hold Ctrl, and then select the sheets you want to remove from the group. The tabs of the sheet that you ungroup will return to the gray background. The last update on October 12, 2020, the success of our day depends largely on the quality of our planning. In order not to miss anything in their affairs, some people prefer to list upcoming tasks in a laptop, while others have long started using digital technology solutions. Calendar apps are Of the main tools Worth use to organize our lives and plan our time carefully. Many people have switched to specific tools; however, there are still some who don't use calendars on a daily basis. They may find some apps inconvenient to use, non-functional or expensive. In this article we are going to check out the best calendar apps to help you stay organized. Before downloading, as you are no doubt aware, there are all kinds of calendar apps available. Instead of sifting through hundreds of them, we've selected the 10 best calendar apps you can use. In addition to rave reviews from each of them, we've covered the following aspects when creating this list: The user interface - How you move the app should be smooth and simple. The buttons on the app should be clear, obvious and easy to navigate. Synchronization - whether with other calendar apps or other apps, app synchronization should be easy and improve overall experience with the app. Additional Features - Because there are so many options for calendars, many of these apps offer additional features. These features make apps stand out from other apps and provide a unique experience for you. 1. Any.do CalendarThis has direct integration with the to-do-Do List Any.Do, giving you a unique tandem of two apps. In addition to advanced functionality, Cal Calendar is easy to use. Creating events is very simple and fast. Moreover, depending on the event name, the app automatically adds contacts and geolocation data to the login description. You can even import your lists and entries from Any.do.Any.do calendar is a great option for any type of user. This is very convenient and does not over-complicate the display mode. Another good thing is that this tool is available for free, so you can use it without spending a dime on the software. Download the Any.do calendar here!2. The Google Calendar Calendar Calendar is the official calendar for Android devices that has been tested by many users around the world. If you are now trying to get away from it, consider changing your mind. Since this app is installed on most Android devices by default, many users think that there is nothing special about this program. They're wrong. Google has been updating its calendar for quite a few years now, and now it comes in Material Design with advanced event features, direct integration into other Google services (such as support reminders and Google Now), and comes with Exchange support. The program is super easy and won't cost a dime for you. That's good, isn't it? Download Google Calendar here.3. CalendarCalendar is a relatively new It works as a web app for both iOS and Android devices. It's an intelligent application that recognizes your contacts, schedules, and tasks. It will also help you plan and organize meetings according to your time intervals. The good thing about the calendar is that it allows you to sync with other calendars you use, such as the Apple Calendar and Google Calendar. So you can manage all the calendars that you have in one place. The calendar also gives you an analytics of your meetings, giving you a clear idea of how you can improve time management. Download Calendar: Meeting and Planning here.4. CalendarBusiness Calendar's business is aimed at people who use their calendar for business purposes and planning. It offers different modes with a wide range of configuration capabilities. The app provides the default view mode by month, and events can be marked in different colors. Display/sorting modes can be adjusted to your needs (month, day, year, or event). You can also set up a multi-day viewing mode to see how things look over the next few days. Scrolling up and down moves you by month, and if you check for a few days, they will be shown in more detail. The daytime display mode offers hourly planning, and schedule mode provides a detailed schedule for a single event. The business calendar is a great tool for planning/planning cases, tasks and events. There is support for repetitive events that can be configured in just a few clicks. By purchasing software, you can use it to import and export other calendars, delete, copy, or move multiple events at the same time. The Android Business Calendar app may seem a bit chaotic, but it works fine and easy to work with if you've been playing with it for a while. The full version of the app is available for $4.99, but you can also find a free version for the test drive app. Download the business calendar here.5. aCalendaraCalendar opens our collection of the 10 best calendar apps available on the market today. With its eye-catching design, easy navigation and great functionality, this is one of the most popular calendar apps on our list. Some additional features include color schemes for each case type (48 colors to choose from), different types of demos, different widgets, moon phases, and more. Given its functionality, aCalendar is a reliable calendar app that has an easy-to-navigate interface with three display options. Scroll from side to side allows you to switch between month, week, and day display modes. When you scroll down and up, you move through the calendar at intervals according to your chosen display mode. In addition to the time scheduling function, aCalendar syncs photos from contact lists or networks to remind you of birthdays, anniversaries or any other special dates. The program also supports data transfers through NFC and full-screen widgets, making it easier for you to work with any data. The program is available for free, but you can also get even more features if you buy an advanced version of the software for $4.99.Download aCalendar here.6. here.6. CalendarDigiCal calendar is very similar to Cal Calendar in that the application focuses more on design than on its functionality. However, this does not mean that the application does not serve a purpose. With this calendar app, you can sync all calendars and view them in different ways. Along with the main features, this program comes with support for Google Calendar, Outlook, and includes some unique and interesting features. You can match keywords with the image or customize a dark theme. The app can even show you the weather forecast for three days. There are many other features that deserve the attention of people who really love to use calendar apps. Download the DigiCal Calendar here.7. SolCalendarSolCalendar can be called a universal application. It claims to be an all-in-one digital solution having basic calendar features combined with some other advanced features such as weather forecast for a particular day. The app supports Google Calendar as well as tasks, widgets, lunar calendar and even Foursquare.Those search calendar apps to cover just everything in its functionality, SolCalendar is a program to consider. There are many interesting things in this app; program does an excellent job working in all-in-one mode. SolCalendar test - the app is available for free. You can check it out without buying the service. Download SolCalendar here.8. IRL Event Social NetworkOne of the most unique apps on this list is the IRL Events Social Network app. As you can guess from the title, the main focus in this social networking app. Unlike other social media platforms, you can assume that this platform functions similarly Meetup.com. This is a site where you can connect with other people in your area who share a similar interest. IRL is that while at the same time providing a convenient calendar for you to plan activities and plan your day. Although it's a secondary focus, you're missing many of the synchronization aspects that other apps have on this list. Even so, because of this huge social function, it's worth considering for those who want to make more connections. Download IRL Events Social Network here.9. Today CalendarToday Calendar is one of the most hip and edgy calendars on our list. The decision was one of the first to really adopt the material design and remains one of the few that adhere to a neat style. The calendar app offers bold colors, simple controls and great functionality. It's not as heavy an app as many others; It won't eat the entire memory of your device. If you're not looking for something complicated and overly functional, today's calendar is what you need. You can test the app before you pay for it - the program is available for free. Download Today's Calendar here.10. TimepageTimepage TimepageTimepage page intuitive calendar app that will manage your time in a way that other calendar apps can't. It offers the same features that you would expect from other calendar apps: the ability to record events, notifications and reminders, weather, and driving the duration of a particular event. However, the app goes beyond these features in two ways. The first way is that while the app sends you notifications, it also has reminders for you for what goes on. This little extra time can allow you to prepare and make adjustments to your day if necessary. The second feature - more importantly - is a heat map when you go to see the full view of your calendar. The heat map shows which days you are most busy on, and other days when you are freer. This heat map provides a quick look to determine widely which days are good to add more events and other tasks. Download Timepage here. Our VerdictSearching for the right application to manage different calendars and plan your busy day can sometimes turn into an obstacle course. Most of us need flexible applications that can be easily used to manage our rigid schedule. The app should have all the necessary time planning features and be intuitive. Stylish design and limitless compatibility also matter. It is not always easy to find such a program. The aforementioned digital calendar solutions fall into the cost of use category. They are modern, multifunctional, light and light. Choose the one you like! More performance apps for better time managementPopular photo credit: Unsplash through unsplash.com unsplash.com