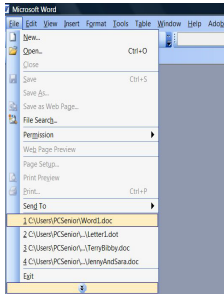




## Copy And Paste/Cut And Paste

### Load Your Word Processor Program

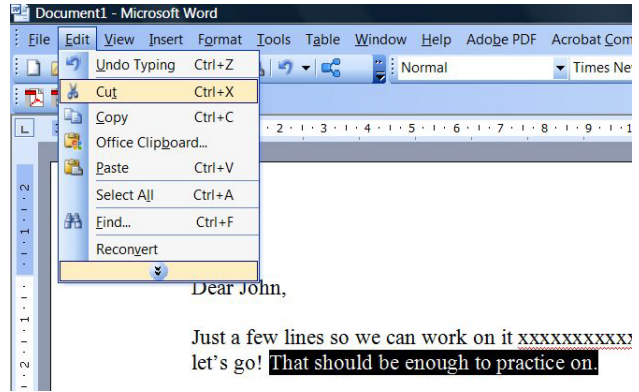
Open up your Word Processor .... Click the Icon for it on your "Quick Launch" Toolbar and then Select "File" - "Open" and then Browse for your File from the previous Session and Double Click it to Load it again (I.e. "Word 01.doc")



*OR it may be on the List of 4 or 5 Recently opened documents - if so, just Double Click on it!*

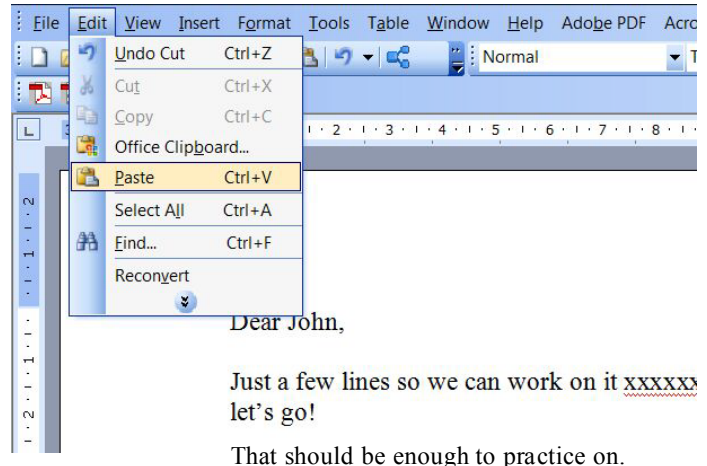
**Now you can carry on and make a few changes to it.**

### Cut And Paste

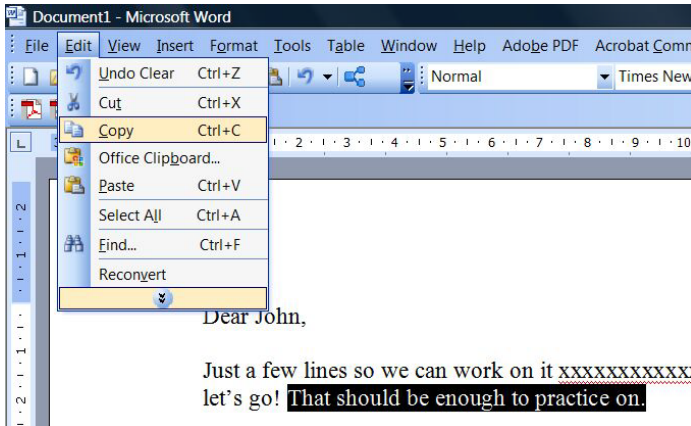


*Highlight some Text (Click & Drag Mouse across it). Select "Edit" and then "Cut" - it goes onto the Windows CLIPBOARD behind the scenes .*

*Move the Cursor down a Line or so, Select "Edit" and then "Paste" .... The Highlighted Text is "Pasted" into the Document \nd, with "Cut", it is removed from where it was before!*



### Copy And Paste



*Highlight some Text (Click & Drag Mouse across it). Select "Edit" and then "Copy" - it goes onto the Windows CLIPBOARD behind the scenes!*

*Move the Cursor down a Line or so (I.e. Press the Enter Key) and Select "Edit" and then "Paste" .... The Highlighted Text is "Pasted" into the Document, leaving the original text were it was!*

Just a few lines so we can work on it xxxxxxxxxxxx  
let's go! **That should be enough to practice on.**

That should be enough to practice on.

**Notice - and try out - the Keyboard Options on the Edit Menu:**

Ctrl+C (Copy); Ctrl+V (Paste)  
Ctrl+X (Cut); Ctrl+V (Paste)

**Also try "Edit" "Undo" - these Options are very useful/quick**