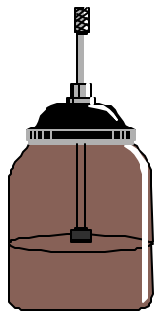




CUT AND PASTE



This assignment will teach you how to edit in Microsoft Word.

First:

Write three paragraphs about any subject. Each paragraph must be at least 3 sentences long. Save your paragraphs on your disk as CUT AND PASTE.

TO CUT:

Highlight the first paragraph.

Click on the CUT icon

Move your cursor to the very END of the document.

(Try using the keyboard command CTRL+END.)

Hit the ENTER key twice, this will make a space between your cursor and the last paragraph.

Click on the PASTE icon.

TO COPY:

Highlight your second paragraph.

Click on the COPY icon.

Place the cursor at the end of your document.

Hit the ENTER key twice, this will make a space between your cursor and the last paragraph.

Click on the PASTE icon.

Now lets try cutting and pasting a sentence.

First:

Highlight one sentence. You can do this by dragging your mouse pointer over the sentence while holding down your left mouse button.

Your sentence should look like this

Now take your mouse pointer and point at the sentence, when the pointer looks like an arrow, hold down your left mouse key and DRAG the sentence. You will notice a "GHOST CURSOR" following you wherever you drag! Place that GHOST CURSOR at the end of the paragraph and LET GO OF THE MOUSE BUTTON! What Happened?

I want you to practice this, and be able to show me how to drag and drop a sentence.