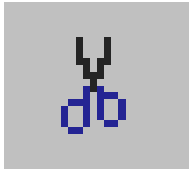


## CUT, COPY and PASTE - exercises

### Exercise 1

1. Make sure you can see the following tools on the standard toolbar:

#### CUT



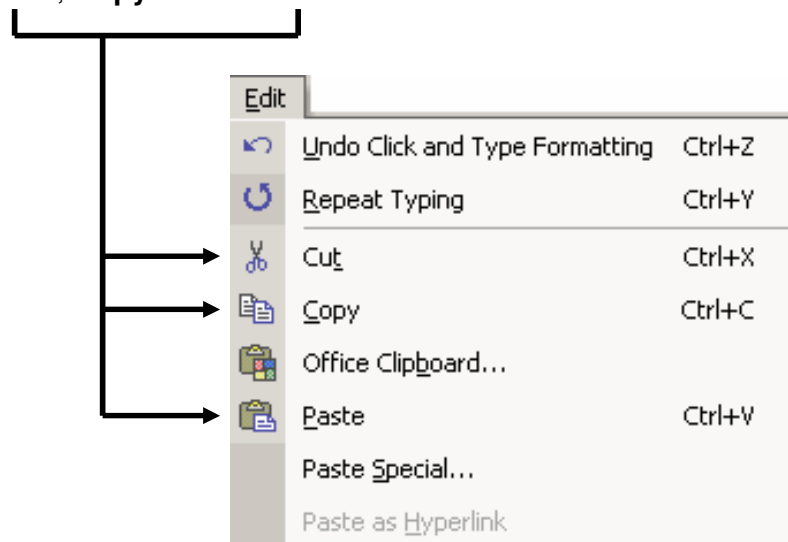
#### COPY



#### PASTE



2. Make sure you can see the **Cut**, **Copy** and **Paste** tools in the Edit menu:



**Exercise 2**

This is a CUT and PASTE exercise.

1. Open a new Word document and type your name at the top of the page
2. Type in the following days of the week in the incorrect order shown:

Tuesday  
Wednesday  
Thursday  
Monday  
Friday  
Sunday  
Saturday

3. Use the CUT tool to cut Monday from the list
4. Use the PASTE tool to paste Monday above Tuesday
  - a. Ensure that the list shows each week day on a separate line
  - b. Ensure there are no extra lines between each week day
5. Use the CUT tool to cut Saturday from the list
6. Use the PASTE tool to paste Saturday above Sunday
  - a. Ensure that the list shows each week day on a separate line
  - b. Ensure there are no extra lines between each week day
7. The days of the week should now be listed in the correct order:

Monday  
Tuesday  
Wednesday  
Thursday  
Friday  
Saturday  
Sunday

8. Save the document on your floppy disc with file name 'Weekdays - cut and paste'. Print the document if you wish to.

### Exercise 3

This is a COPY and PASTE exercise.

1. Open a new Word document and type your name at the top of the page
2. Type in the following paragraph (do not circle or underline any words):

A note on key skills

In recent years there has been a commitment by the government to improve the level of skills of students in all areas of the education system. This has been considered necessary in order to ensure that people entering employment have the skills employers require of their employees. Most programmes of study followed by students in the PCET sector have accommodated the development of these skills.

3. The word key appears only once and is circled.  
It should appear 3 more times, before the word skills that is underlined 3 times.
4. Use the COPY tool to copy the circled word key.
5. Use the PASTE tool to paste the word key before the word skills each time it appears.
6. Ensure all the words have a space between them.
7. The text should look something like this:

A note on key skills

In recent years there has been a commitment by the government to improve the level of key skills of students in all areas of the education system. This has been considered necessary in order to ensure that people entering employment have the key skills employers require of their employees. Most programmes of study followed by students in the PCET sector have accommodated the development of these key skills.

8. Save the document on your floppy disc with file name 'Key Skills - copy and paste'. Print the document if you wish to.

## Exercise 4

This is a CUT and PASTE exercise.

1. Open a new Word document and type your name at the top of the page.
2. Type in the following information about using the internet:

### **What can you do on the internet?**

#### *Buy online*

- Companies, organisations and individuals all over the world sell goods and services over the internet.

#### *Get in touch with other people.*

- E-mail, instant messaging, chat rooms.
- Swap files, films and music.
- Enter discussion groups.
- Play interactive games.
- It is fun, adventurous and can become part of one's social life.

#### *Find out information.*

- Use search engines to find information using key words.
- Do their school homework.

#### *Play on-line games*

- Interactive games are popular among children
- Games can be downloaded on a computer and then played
- Or games can be played with other people over the internet at the same time
- Other people can be known or unknown

3. There are four sections in this information, each one is headed in italics.
4. These sections are in the wrong order.
5. Use the CUT tool to cut the section (including bullet points) headed *Find out information*
6. Use the PASTE tool and paste this section so that it is the first section of information.
7. Use the CUT tool to cut the section (including bullet points) headed *Buying online*
8. Use the PASTE tool and paste this section so that it is the last section of information.
9. Ensure that the information is in the following order:

**What can you do on the internet?**

*Find out information.*

- Use search engines to find information using key words.
- Do their school homework.

*Get in touch with other internet users.*

- E-mail, instant messaging, chat rooms.
- Swap files, films and music.
- Enter discussion groups.
- Play interactive games.
- It is fun, adventurous and can become part of one's social life.

*Play on-line games*

- Interactive games are popular among children
- Games can be downloaded on a computer and then played
- Or games can be played with other internet users over the internet at the same time
- Other internet users can be known or unknown

*Buy online*

- Companies, organisations and individuals all over the world sell goods and services over the internet.

10. Save the document on your floppy disc with file name 'Using the internet - cut and paste'. Print the document if you wish to.