

TU STUDIES

Using Computers

Word Processing Module

Task 9

Objective

Understanding Cut, Copy and Paste

Almost all software you will encounter be it Word Processing, Databases, Spreadsheets or desktop publishing, use the features **CUT**, **COPY** and **PASTE**. These features can save you a great deal of re-typing time. Cut takes text you have selected and moves it into an area of the computer's memory called the **CLIPBOARD**. Copy places selected text onto the clipboard but leaves the original text intact. Paste inserts the content of the clipboard into your document wherever the cursor is positioned. The clipboard remains unchanged until you use cut or copy again, so you can paste the same thing over and over again if you wish.

Cut, copy and paste are not restricted to text; you can also use the tools to move pictures etc. Also, because the clipboard is an area of the computer's memory and not specific to any software package, you can use these tools to move text and graphics between documents even if they are produced in different formats (i.e. copy text from a Word document into a PowerPoint presentation, or text from an internet page into a Word document etc). All you need to do is select the text you want to copy, click on the copy icon and then open the document you want to copy into and click the paste icon.

Task 9

Open up your file task 8. Use **CUT**, **COPY** and **PASTE** to re-arrange the document as shown on the following page. Save this modified file as Task 8a.

Task 9b

Use your document template 'Blank Page' created in Task 7 to create a new document (this should have your header and footer defined already). Save this new file as Task 9b. With this file still open select File + Open and open your first job, Task 1. Select all of the text and click the Copy icon. Now click on Window in the tool bar. Notice that both Task 9b and Task 1 are shown in the list – Task 1 has a tick next to it indicating that it is the current active file. Click on Task 9b to switch back. Now click the Paste icon. All of the text you selected from Task 1 will appear in task 9b! Add a title to this paragraph stating "This text was copied from Task 1". Repeat the process bringing in text from another one of your documents.

European Week for Health and Safety at Work **Themes for 2003-2006**

What's next after stress?

This note sets out what the themes will be for European Week of Health and Safety after 2002. The week is run by the tripartite European Agency for Safety and Health based in Bilbao.

2003 - Noise at work

The aim of the campaign is to raise awareness of the risks to the safety and health of workers exposed to noise at work and to promote preventive actions. The European Week will at the same time support the implementation of the new directive on noise.

2004 - Dangerous substances

The Agency will be putting the emphasis on solvents, but HSE also wants to cover asthmagens and asbestos, and give a focus to COSHH Essentials. The TUC has already begun planning, and like the HSE, we will also be stressing the hierarchy of control and the need to consider substitution and toxic use reduction.

Future years' themes have been agreed provisionally, but are not confirmed because they will depend on the views of the new member states of the European Union who join in 2004, which may lead to changes.

2005 - Young workers

According to European statistics young workers suffer from a 40% higher than average accident rate. The Agency aims to raise awareness of the safety and health risks young workers face and of the actions necessary to reduce them. The European Week 2006 is intended to form a natural continuation of the Agency's activities in the field of promoting a preventive safety and health culture, especially the issue of mainstreaming OSH into education.

2006 – Construction

The aim of the campaign is to focus on construction as an activity, rather than simply as a sector (although there will be a special focus on the serious risks to the safety and health of workers in the Construction Sector). It will therefore cover the maintenance and repair activities which are carried out in all workplaces, and the risks such as asbestos exposure that go along with that. Also, during 2003 and 2004 the Senior Labour Inspectors Committee is expected to run an inspection campaign on Construction across the EU.

Source: TUC Website April 2003