

# Using Computers

## Word Processing Module

### Task 8

#### 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 8

Open up your file task 8 start up doc. Use CUT, COPY and PASTE to re-arrange the document in date order. Save this modified file as Task 8a.

#### Task 8b

Open up a blank page and add your headers and footers. Save this new file as Task 8b. 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 8b 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 8b to switch back. Now click the Paste icon. All of the text you selected from Task 1 will appear in task 8b! 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.