

## *Copy and Paste*

“Cut and Paste” and “Copy and Paste” are two different things. When you cut, you remove the highlighted part from the page and send it to the “**clipboard**”. To copy, you just copy the highlighted part and send it to the clipboard. The highlighted part stays on the page when you copy.

**CLIPBOARD...**is part of windows that keeps track of information you have cut or copied from a program or file. It stores that information until you are ready to put it somewhere else.

Remember your word processing program called “WordPad” in your computer.

Click “START”

Click “ALL PROGRAMS”

Click “ACCESSORIES”

Click “WORDPAD”

Type a letter, at least two sentences long in “WordPad”. You are going to copy the first sentence you typed and place it on the clipboard.

Move your mouse arrow at the end of last word of the first sentence, left click, holding down the mouse button. Drag the cursor from the right side of the sentence to the left side and straight up the side of the sentence. This will highlight the sentence. Release the mouse button at the top of the sentence. Press “Ctrl +C”. This will copy the sentence from the page and send it to the clipboard. Move your arrow to the bottom of the page and click placing your cursor below the last sentence. Press “Ctrl +V”. This will copy the sentence from the clipboard to the bottom of your page.