

Cutting Copying and Pasting.

I would prefer to tell you the way that I do it, there are several other ways though.

I highlight (or select) what you wish to copy.

When using Microsoft Word or similar.

If you wish to copy 1 word put your mouse cursor on that word and left double click your mouse.

If you wish to copy 1 line, put your mouse cursor to the left of the line and use 1 left click, if you were to double click it would highlight or select the complete paragraph.

Now that you have something selected you need to choose if you wish to copy it or cut it.

To copy press CTRL then C. This data is now temporarily stored in your computer in a place called Clipboard.

To cut press CTRL then X. This data is now removed from your original document and stored temporarily in Clipboard.

Now to Paste this stored data.

Put your mouse cursor at the start of where you want it. This could be a totally different place maybe even an e-mail.

When you have the cursor flashing where you want it click CTRL then V.

Kath has learnt an interesting adaptation to using this, in a document she may not like where I have put a word.

She will highlight the word (you know how see above), then she will put the mouse pointer on the highlight and then hold down the left mouse button then by using the mouse drag the word or words to where it should have been.