

Select, Copy & Paste, Cut & Paste, Drag

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This tutorial explains how to **Select, Copy, Cut, and Paste**.

To start this tutorial open a new next file and type the following;

My name is Jane Doe. Is your name Joe Blow?

Select

Before you can do anything with text, you need to select it.

Select words that are next to each other

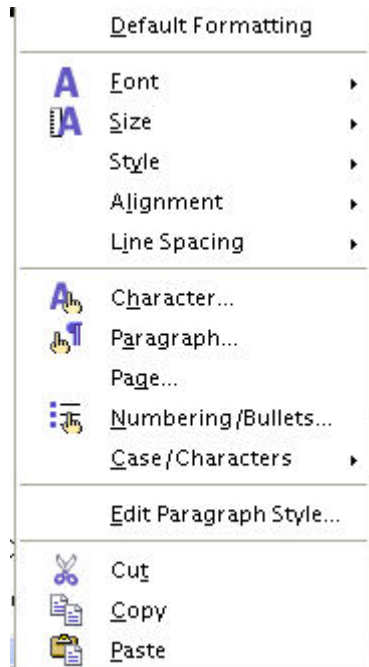
1. Move your cursor, **I**, so that it is on or just before the capital M at the beginning of what you had typed.
2. **Press and hold down** the left button of your mouse, then **drag** the cursor, **I**, to the right, going over the first typed sentence, then **release** the left mouse button.
3. **My name is Jane Doe** will appear. The black background and white letters means that the sentence has been selected. (The sentence has been copied onto your clipboard which is a place where you can save information)

Copy and Paste

Copy means to Selected text then Copy that text onto your “clipboard”. The “clipboard” is a place on your computer where the text is electronically remembers.

Paste means to place the text that is on the “clipboard” into your document.

1. **Rights-click** anywhere on the selected text (This means, move the cursor anywhere on the selected sentence, then press the right button of your mouse) (A menu appears)



2. Click Copy. (The menu goes away.)
3. **Click** just after the question mark, then press **Enter**. (The cursor move down to the next line.)
4. **Right-click**, then click **P**aste. (The sentence is copied below the first sentence)

Select text that is not next to each other

1. Press and **hold down the Control (Ctrl) key** then **select Jane Doe**, then **select Joe Blow**, then **release the Control key**. (both **Jane Doe** and **Joe Blow** have a black background and are in white letters indicating they have been selected)
2. Click on the Bold , **B**, icon that is toward the top of your screen. ((both “Jane Doe” and “Joe Blow” become Bold)

Cut and Paste

Cut means to Select text then Copy that text onto your “clipboard”. That text is deleted from your document. That text is now only on your “clipboard”.

1. **Select** any word that you have typed. **Right-click** on that word. Click **Cut** (The word is removed from your document and is copied onto the “clipboard”)
2. At a place of our choice, **right-click** then click **Paste**.

Use two different documents

Both **Copy and Paste** and **Cut and Paste** can be used between separate documents. You can **Copy** or **Cu**t in one document and **Paste** into a different document

Drag

The statement above, “**Press and hold down** the left button of your mouse, then **drag** the cursor, **I**, to the right, going over the first typed sentence, then **release** the left mouse button.”, used Drag to select some text. Drag can do other things

Drag used to move text

1. **Select** a word of your choice from what you typed.
2. Move the cursor, **I**, any where on the selected word. **Press and hold down** the left button of your mouse, then **drag** the cursor, **I**, to anywhere in your document, then **release** the left mouse button. (The word will move to where you have your cursor.)

Drag used to copy text

1. Select a word of your choice from what you typed. Move the cursor, **I**, to any where on the selected word.
2. With one hand press and hold down the Control (Ctrl) key. With the other hand, **Press and hold down** the left button of your mouse, then **drag** the cursor to anywhere in your document, then **release** the left mouse button. (The word will be copied to where you have your cursor.)

Graphics and Icons

Graphics and Icons can be selected and processed the same way as text. The Graphics and Icons can be processed by themselves or they can be processed along with text.