Name:

Practicing – Cut, Copy and Paste, and also Undo

CTRL+C (copy), CTRL+V (paste), CTRL+X (cut), and CTRL+Z (undo)

PART 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Broccoli | Macaroni & Cheese | Spaghetti | Any kind of Pizza | Scrambled Eggs |

Rank your favorite food. #1 for your most favorite food. Copy and Paste the food you like least into #5.

|  |  |
| --- | --- |
| #1 Most Favorite Food |  |
| #2 |  |
| #3 |  |
| #4 |  |
| #5 Least Favorite Food |  |

*Tricks: If you want to select one word, double click on it. Another trick that works for one or many words, is to click your mouse before the first letter, then hold down your SHiFT key and click your mouse after the last letter. Try to double click on Spaghetti, see what happens. Then try to click-shift-click ‘any kind of pizza’.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART 2

Practice - Copy, Paste and Font Color

|  |  |  |
| --- | --- | --- |
| *Cut this word* | *Paste it here, then change its font color* | *to match this color* |
| Blue |  |  |
| Red |  |  |
| Orange |  |  |
| Green |  |  |

Now you are an expert using these shortcut keys:

CTRL+C to copy, CTRL+V to paste, CTRL+X to cut, and

CTRL+Z to undo if you made a mistake and want to undo it.