

My Day – Cutting and Pasting

1. In a new word document, type this list of activities exactly as it is shown here, with an underlined Heading – 'My Day'.
2. Enlarge the text so that it fits better on the page, and choose a more attractive font, (NB. remember **Ctrl + A** to highlight all text).
3. Add your name as a header, save the document in your folder, under the name 'My Day' and print a copy.
4. On the 'hard copy' (the printout) put numbers by the item in a logical order.
5. Use 'cut and paste' to put the items in the correct order in your word document (see text box below).
6. Add numbering to the list. Add a border and an appropriate image.
7. Re-save and print out the final document.

Came home from work
Went to the pub
Took the washing in
Had dinner
Had Shower
Made Dinner
Took dog for a walk
Woke up
Went to bed
Hung washing on the line
Put a load of washing on
Went to work
Had lunch
Had breakfast

Cutting and Pasting



Highlight the text you wish to move, then click on the scissors icon on the tool bar to 'cut'.



Move the cursor to the new location, and click on the clipboard icon to 'paste'.