

## Christmas 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 – 'Christmas Day'.
2. Add your name as a footer, and save the document in your folder under the name 'Christmas Day'. Print a copy.
3. On this 'hard copy' (the printout) put numbers by the items in the list to put them in the correct order.
4. Use 'cut and paste' or 'drag and drop' to put the items in the correct order in your word document (see instructions on separate sheet).
5. 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).
6. Add numbering to the list. Add a border and an appropriate image.
7. Save the document as 'Christmas Day 2' and print out the final document.

We had turkey sandwiches for tea at 8pm.  
We went to the pub for a quick sherry at midday.  
We sat down to Christmas dinner at 2.00pm.  
I went back to sleep until about 7.00 am.  
We watched the Queen's Speech at 3.00pm.  
I put the sprouts on at 1.00pm!  
We all played Monopoly at 3.30pm.  
The children took dog for a walk at 09:00am.  
I had a quick shower at 7.15am.  
The children jumped on me in bed at 4.00am.  
I put the turkey in the oven at 10:30am.  
Finally, I went to bed at 11:30 pm.  
We all went to the Christmas service at 11.00 am.  
I had a lovely snooze on the sofa at 6.00pm.

This is how your finished list should look:

### Christmas Day

The children jumped on me in bed at 4.00am.  
I went back to sleep until about 7.00 am.  
I had a quick shower at 7.15am.  
The children took dog for a walk at 09:00am.  
I put the turkey in the oven at 10:30am.  
We all went to the Christmas service at 11.00 am.  
We went to the pub for a quick sherry at midday.  
I put the sprouts on at 1.00pm!  
We sat down to Christmas dinner at 2.00pm.  
We watched the Queen's Speech at 3.00pm.  
We all played Monopoly at 3.30pm.  
I had a lovely snooze on the sofa at 6.00pm.  
We had turkey sandwiches for tea at 8pm.  
Finally, I went to bed at 11:30 pm.

Happy Christmas!



Your name

## Highlighting and Moving text.

There are two ways to move text or objects in Word, 'Drag and Drop' and 'Cut and Paste'.

For both methods, the first thing you have to do is highlight the text or object you wish to move.

### To highlight:

- Everything – Hold down the CTRL key and press 'A'.
- A single word - click twice within it.
- A paragraph – click three times within it.
- A single line – move your cursor into the margin next to the line (it should change into a white arrow), and click once.
- Several lines – as above, but hold down the mouse button and drag the pointer down in the margin.
- An irregular area – click and hold the mouse button down at the beginning of the section, and drag the pointer to the end.
- An object (such as a picture) – click anywhere within it. A box should appear around it.

## Cutting and Pasting



Highlight the text you wish to move, then click on the scissors icon on the tool bar to '*cut*'. (Or choose 'Cut' from the 'Edit' menu)



Click to move the cursor to the new location, and click on the clipboard icon to '*paste*'. (Or choose 'Paste' from the 'Edit' menu)



You can also use the '*Copy*' icon in the same way, if you want to leave the original text in place. (Or choose 'Copy' from the 'Edit' menu)

## Drag and Drop

1. Highlight the text you wish to move, then click within the highlighted area.
2. Keep the mouse button pressed down, and move the pointer ('drag' it) to the new location (you should see a small box attached to the pointer).
3. When you let go of the mouse button, the text will 'drop' into the new location.