

Back-to-School Message 3

Editing Basics

New Skills

- Using Cut
- Using Copy
- Using Paste

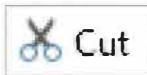
Lesson Overview

Before reading his announcement, Principal Davey wants to make a few more edits to the document you revised for him in Lesson 1.3. He has asked you to recall the previously saved announcement and make some minor changes.

In this lesson, you will open an existing document, use cut, copy, and paste, and save the document with a different name.

Tools & Terms You'll Use

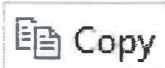
Review the following tools and terms that you will practice in this lesson, as you may be required to take a written assessment test after completing this unit.



Cut

Cut:

Use this icon to remove the selected text and put it on the Clipboard so you can paste it somewhere else in the document.



Copy

Copy:

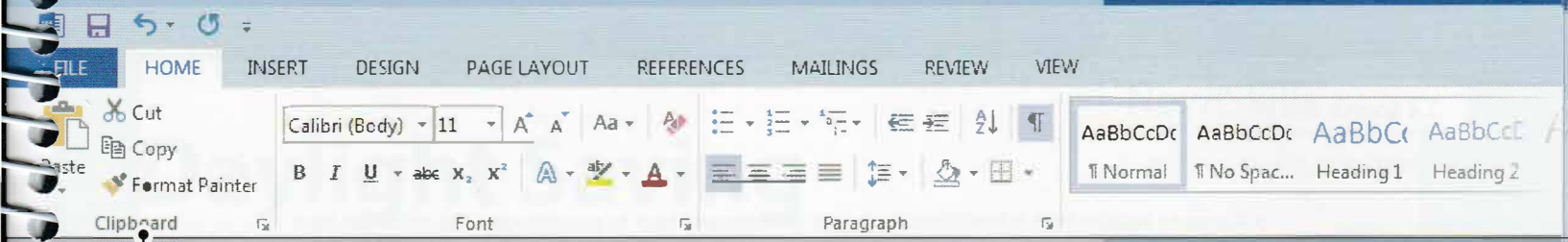
Use this icon to copy the selected text on the Clipboard so you can paste it somewhere else in the document.



Paste

Paste:

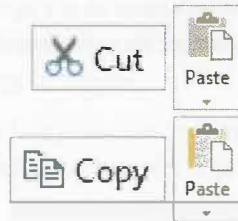
Use this icon to paste the cut or copied text to another place in the document. You can also select a Paste Option, such as Keep Source Formatting, Merge Formatting, or Keep Text Only.



2.

Instructions

1. Launch Word 2016 and open the file named *Assignment 3 Back to School Message 2*.
2. From the **HOME** tab, **Clipboard** group, do the following:
 - a. **Cut** the text in the last sentence of paragraph one and **Paste** it at the end of paragraph two
 - b. **Copy** the text in the first sentence of paragraph one and **Paste** it at the end of paragraph two
3. Proofread your document for accuracy and format.
4. When complete, your document should look similar to *1.4 Source Doc. A*.
5. From the FILE tab, click Save As. Name the file *Assignment 4 Back to School Message 3* and save in your **My Documents** folder.
6. Print a copy if required.



Lesson 1.4

1.4 Source Doc A.

Welcome to Jackson High School! I am excited to welcome you back to school today. The office has been working full-time over the summer to ensure a smooth opening for you. During your extended homeroom period today, you will be reviewing your schedules, as well as locker and lunch information. We will have an abbreviated schedule today so you can meet all of your new teachers. If you have any other questions, please feel free to ask any staff member or stop by the main office today.

Many students have already asked about joining clubs and activities. All club and activity notices are displayed on the bulletin boards in the main office and the guidance office. During our extended lunch block today, please feel free to stop by to sign up for any clubs and activities you might be interested in. You will also find the advisor's name on the sign-up sheets. The advisors are always available to answer questions at your convenience. We all hope you have a great school year. Welcome to Jackson High School!